

Grants.gov Grantor User Guide

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Introduction

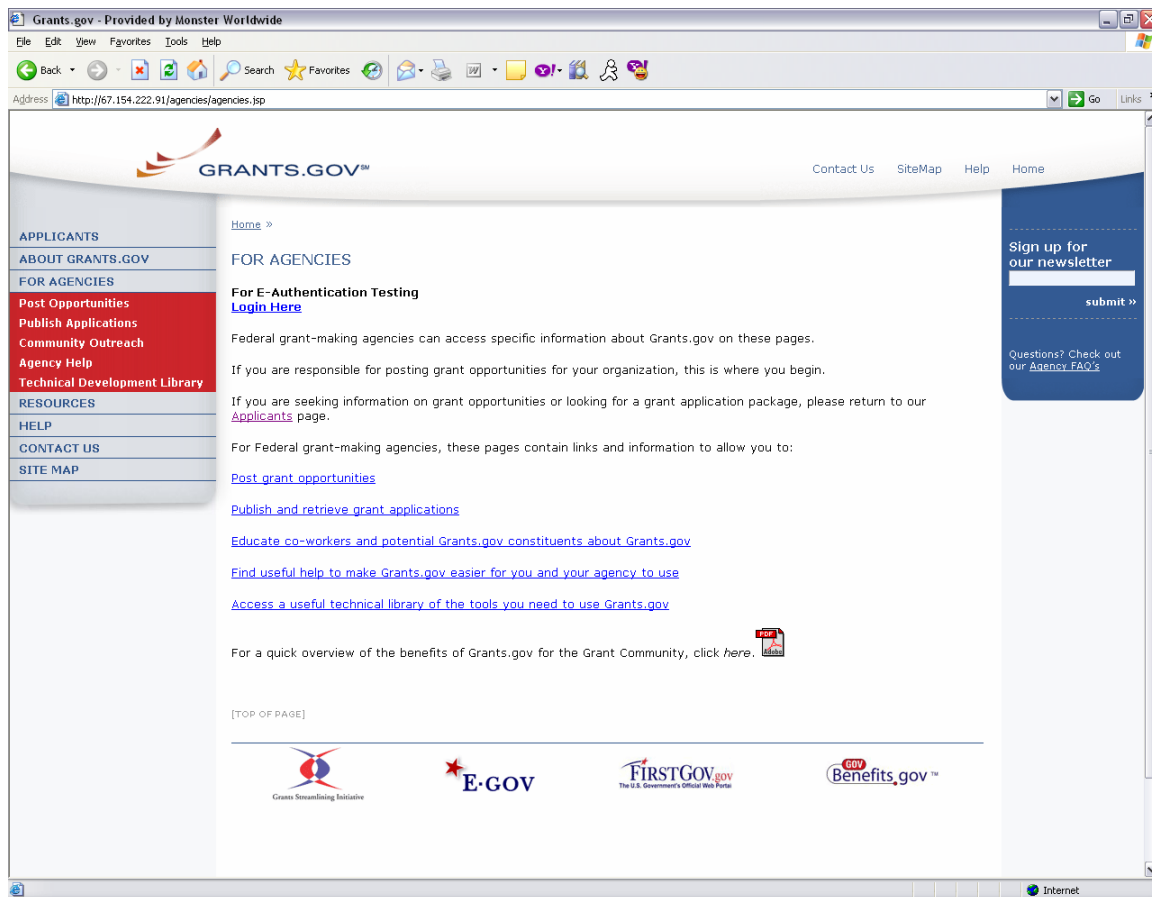
Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in Federal grants. With electronic access to more than 1,000 grant programs offered by all Federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find an overview of every step of the process – whether you're an applicant or grant-making agency.

From getting started and registration to viewing and tracking completed applications, this user guide offers clarification where and when you need it.

For Agencies: Find Information about Grants.gov

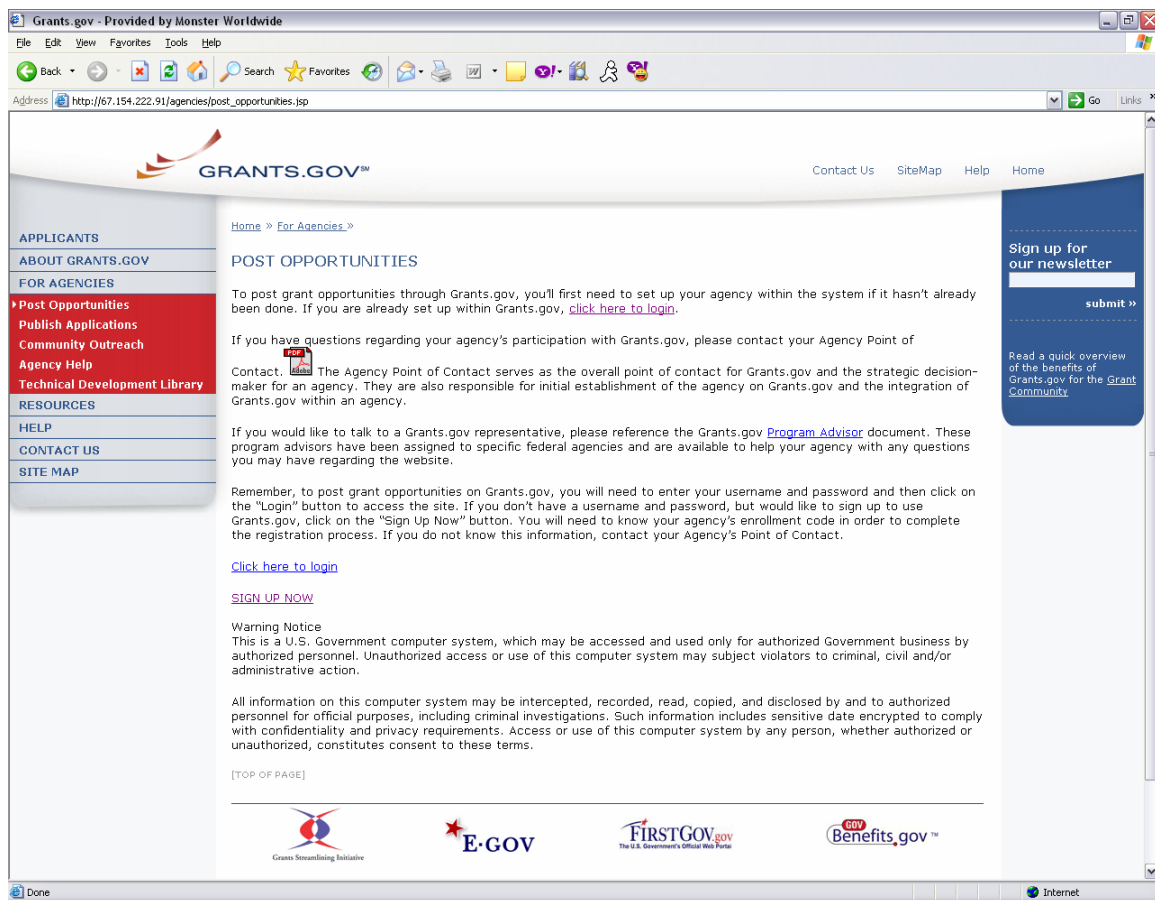
Grants.gov provides information for Federal grant-making agencies in the **For Agencies** section of the web site. To access specific information about Grants.gov, simply click **For Agencies** in the left side navigation on any Grants.gov page. This will take you to the Agencies page.



Once on the For Agencies page, you may post grant opportunities, publish and retrieve grant applications, inform coworkers and constituents about Grants.gov, and receive help to make using Grants.gov easier.

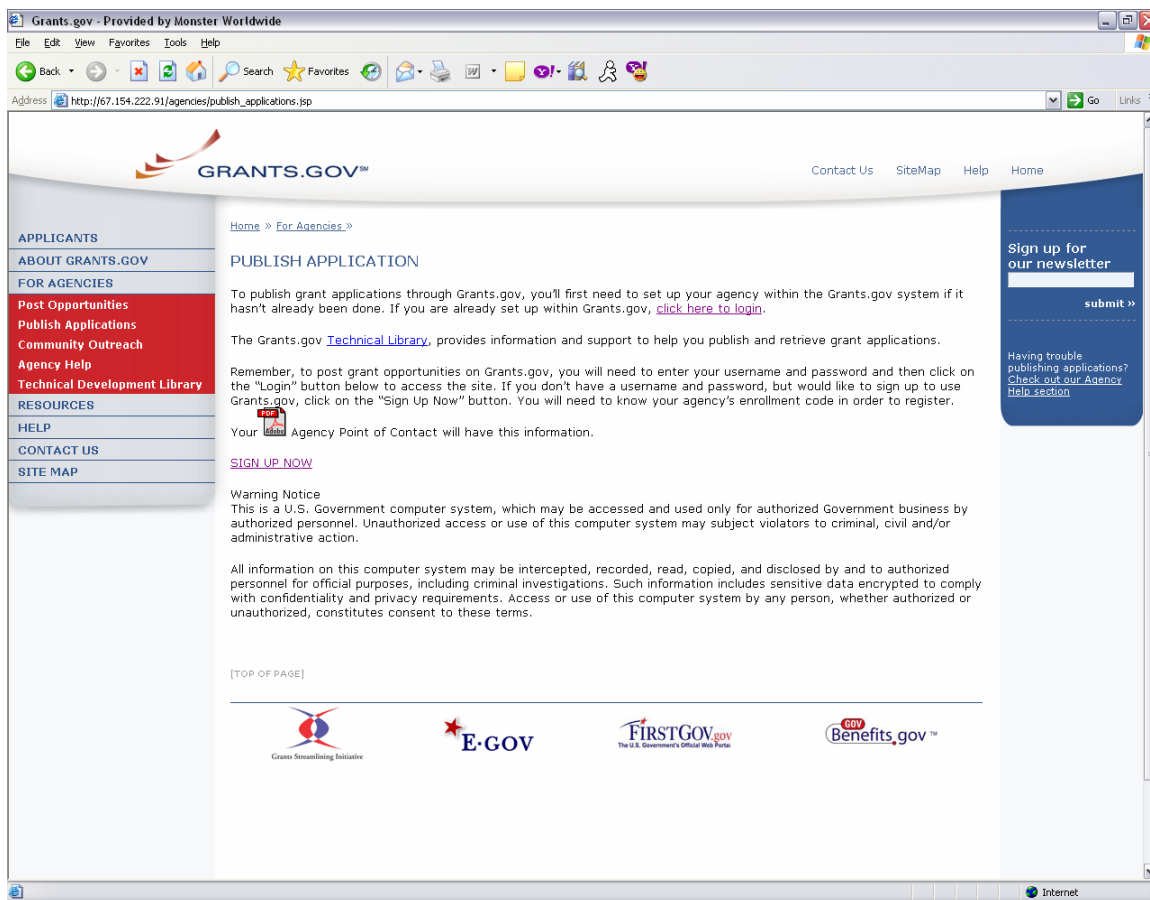
To **post grant opportunities**, simply click on For Agencies in the left side navigation on any Grants.gov page. Then, select **Post Opportunities** from the submenu. The Post Opportunities page will appear.

If you prefer, you may select the **Post Grant Opportunities** link from the bottom of the **For Agencies** page.



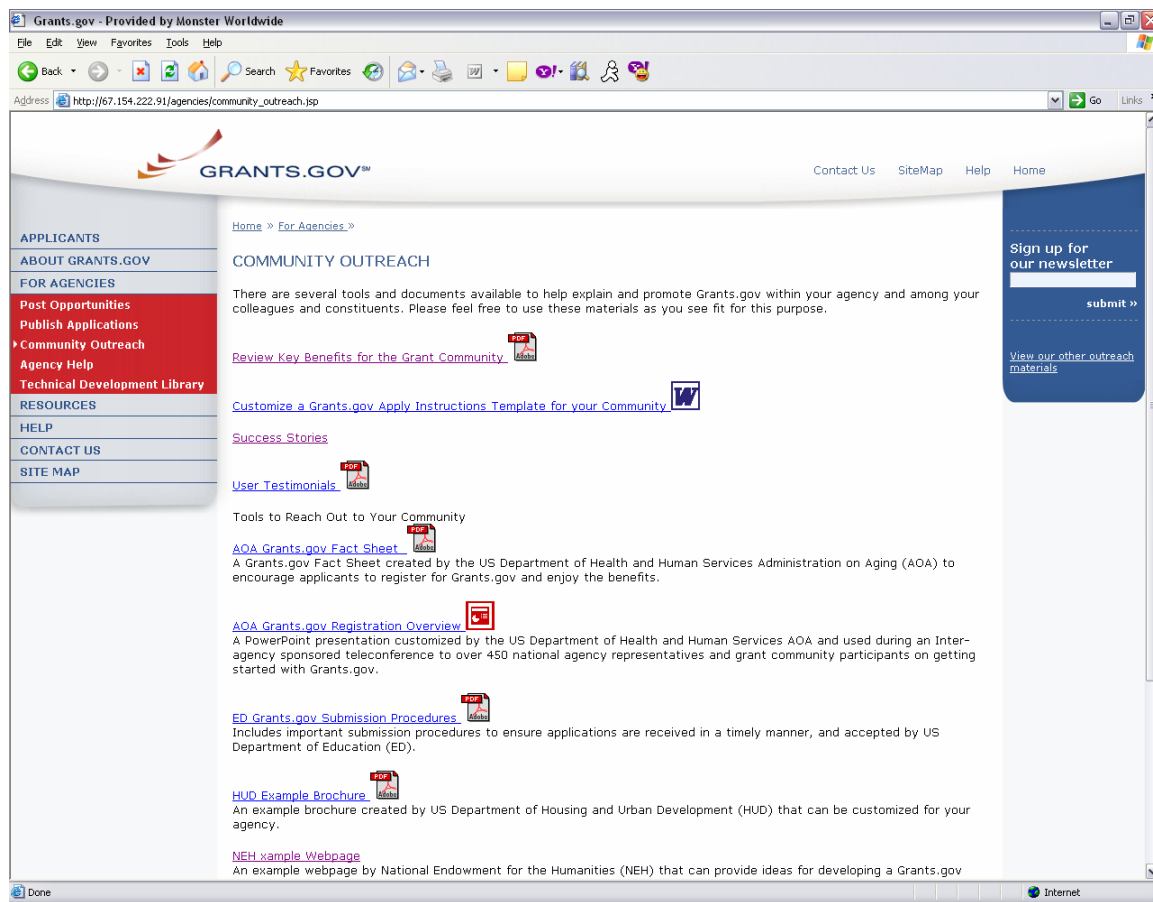
To **publish and retrieve grant applications**, simply click on For Agencies in the left side navigation on any Grants.gov page. Then, select **Publish Applications** from the submenu. The Publish Applications page will appear.

If you prefer, you may select the **Publish and Retrieve Grant Applications** link from the bottom of the **For Agencies** page.



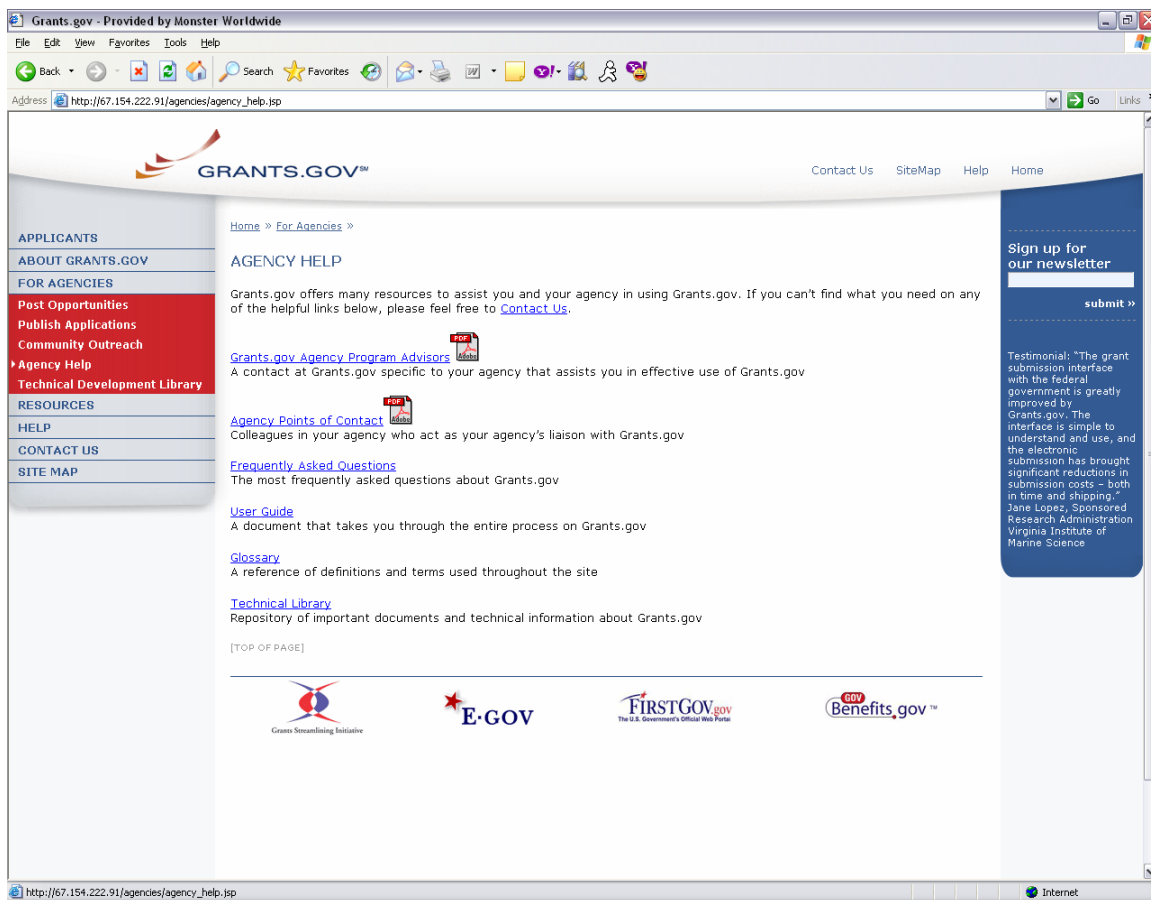
For **information about Grants.gov outreach**, simply click on For Agencies in the left side navigation on any Grants.gov page. Then, select **Community Outreach** from the submenu. The Community Outreach page will appear.

If you prefer, you may select the **Educate Co-Workers** link from the bottom of the For Agencies page.



To **get help to use Grants.gov**, simply click on **For Agencies** in the left side navigation on any Grants.gov page. Then, select **Agency Help** from the submenu. The Agency Help page will appear.

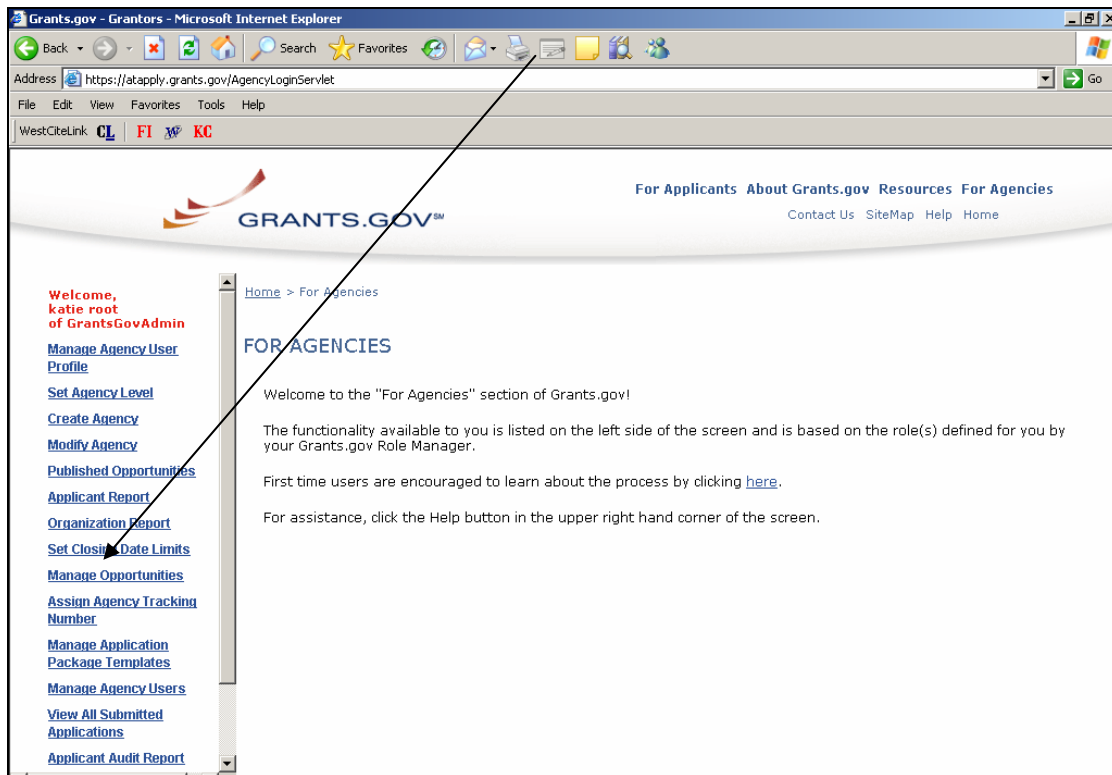
If you prefer, you may select the **Find Useful Help** link from the bottom of the **For Agencies** page.



To post either a synopsis and/or a grant application, you must first create a grant opportunity.

The first step you must accomplish is logging into the system. You will need to have an agency profile set-up and be authorized by your main agency point of contact in order to be able to create grant opportunities. Please refer to the sections on registering and logging-in to find out more information.

After you have logged into Grants.gov, you will see a listing of the different roles that have been authorized to you, including **Manage Opportunities**.



You will be able to create a new opportunity, modify or delete an existing opportunity within the **Manage Opportunities** section. When creating a new opportunity, you will establish the groundwork information that will be used for the creation of your grant opportunity synopses and grant application packages.

Creating New Grant Opportunities

To post either a synopsis and/or a grant application, you must first create a grant opportunity.

After you have logged into Grants.gov and selecting **Manage Opportunities** from the left-hand side, you will be given a listing of all opportunities currently posted for your agency. If you are creating a new opportunity, select the **Create Opportunity** button.

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Home > For Agencies > Manage Opportunities

MANAGE OPPORTUNITIES

Create Opportunity Modify Opportunity Delete Opportunity

| | Opportunity Num. | Opportunity Title | CFDA Numbers | Contents |
|--------------------------|------------------|-------------------------------|--------------|--------------------------|
| <input type="checkbox"/> | 0001 | Jim's grant | 11.300 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2006-ABC-123-XYZ | Grantor training test package | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2545454 | Boat | 20.502 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234AARON | Training11706aaron | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234ANISA | training11706Anisa | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CARLA | training 1-17-06carla | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CHRIS | training1/17/06chris | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234DARREN | Training 1.17.06Darren | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234JOSH | Training 1-17-06 Josh | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234KRISTI | Training 01/17/06 Kristi | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234PAT | Training 1-17-06 Pat | | Synopsis 0 Package(s) |

The screen will provide the basic properties that you will need to enter for the new Grant Opportunity. These elements include the following:

Opportunity Number*: The Opportunity Number is a number that you choose to identify your grant opportunity within the Grants.gov system. You must enter a number into this section – the system will not self-generate a number for you.

Opportunity Title*: This is the title of your grant opportunity.

Opportunity Category*: You need to select a category for this particular opportunity. The choices are Discretionary, Continuation, Mandatory or Earmark. If the opportunity falls in between one or more of these choices, please select the option that is closest to the description of the opportunity.

CFDA Number: You can enter numerous CFDA Numbers if your opportunity falls under different CFDA programs. This is an optional field. Also, if it is a new program number, you may need to wait for 24 hours after you have entered in this information at the CFDA Catalog before you will be able to post this new CFDA program.

** All mandatory fields will be signified by an asterisk.*

After you have entered this information, you must add either a synopsis or application package in order to have the grant opportunity properties saved.

The screenshot shows a web browser window titled "Grants.gov - Grantors - Microsoft Internet Explorer". The address bar shows "https://atapply.grants.gov/AgencyLoginServlet". The page header includes the Grants.gov logo and navigation links: "For Applicants", "About Grants.gov", "Resources", "For Agencies", "Contact Us", "SiteMap", "Help", and "Home".

The main content area is titled "GRANT OPPORTUNITY PROPERTIES" and contains the following form fields:

- Opportunity Number*:** A text input field.
- Opportunity Title*:** A text input field.
- Opportunity Category*:** A dropdown menu with the text "Select the Category of this Opportunity".
- CFDA Numbers:** A text input field.
- Synopsis:** A button labeled "Add".
- Application Packages:** A button labeled "Add".

A left sidebar contains a list of navigation links:

- Welcome, katie root of GrantsGovAdmin
- Manage Agency User Profile
- Set Agency Level
- Create Agency
- Modify Agency
- Published Opportunities
- Applicant Report
- Organization Report
- Set Closing Date Limits
- Manage Opportunities
- Assign Agency Tracking Number
- Manage Application Package Templates
- Manage Agency Users
- View All Submitted Applications
- Applicant Audit Report

Modifying Grant Opportunities

After creating a grant opportunity, it will be listed as one of the available opportunities that you can modify and delete within your agency's **Manage Opportunities** listing.

To modify a grant opportunity, select the opportunity you wish to modify by clicking on the box next to the opportunity and selecting the **Modify Opportunity** button.

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Home > For Agencies > Manage Opportunities

MANAGE OPPORTUNITIES

Create Opportunity Modify Opportunity Delete Opportunity

| | Opportunity Num. | Opportunity Title | CFDA Numbers | Contents |
|-------------------------------------|------------------|-------------------------------|--------------|--------------------------|
| <input checked="" type="checkbox"/> | 0001 | Jim's grant | 11.300 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2006-ABC-123-XYZ | Grantor training test package | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2545454 | Boat | 20.502 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234AARON | Training11706aaron | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234ANISA | training11706Anisa | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CARLA | training 1-17-06carla | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CHRIS | training 1/17/06chris | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234DARREN | Training 1.17.06Darren | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234JOSH | Training 1-17-06 Josh | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234KRISTI | Training 01/17/06 Kristi | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234PAT | Training 1-17-06 Pat | | Synopsis 0 Package(s) |

The next screen will allow you to modify the properties of the Grant Opportunity, the Synopsis, the Application Package(s) and Full Announcement Attachments. Just click on the **Modify** button that is under the section you wish to modify.

Also, you will be able to add, for the first time, a synopsis, application package(s) and Full Announcement Attachments if you had not added this previously.

You can also delete the synopsis, application package(s) and Full Announcement Attachments.

Please note that if you MODIFY or DELETE any of the existing information, it could impact an applicant's ability to submit an application that was previously downloaded before the modification. Also, an email will be sent to those applicants regarding these modifications. If you plan to change any of the following, please contact your Grants.gov Agency Program Advisor before you make the modification:

- Grants.gov Opportunity Number
- CFDA Number
- Forms within the Application Package

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://atapply.grants.gov/AgencyLoginServlet>. The page header includes the Grants.gov logo and navigation links: [For Applicants](#), [About Grants.gov](#), [Resources](#), and [For Agencies](#). Below the header, there are links for [Contact Us](#), [SiteMap](#), [Help](#), and [Home](#).

The main content area is titled "GRANT OPPORTUNITY PROPERTIES" and includes a breadcrumb trail: [Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties. The form displays the following information:

- Opportunity Number:** 0001
- Opportunity Title:** Jim's grant
- Opportunity Category:** Discretionary
- CFDA Numbers:** 11.300

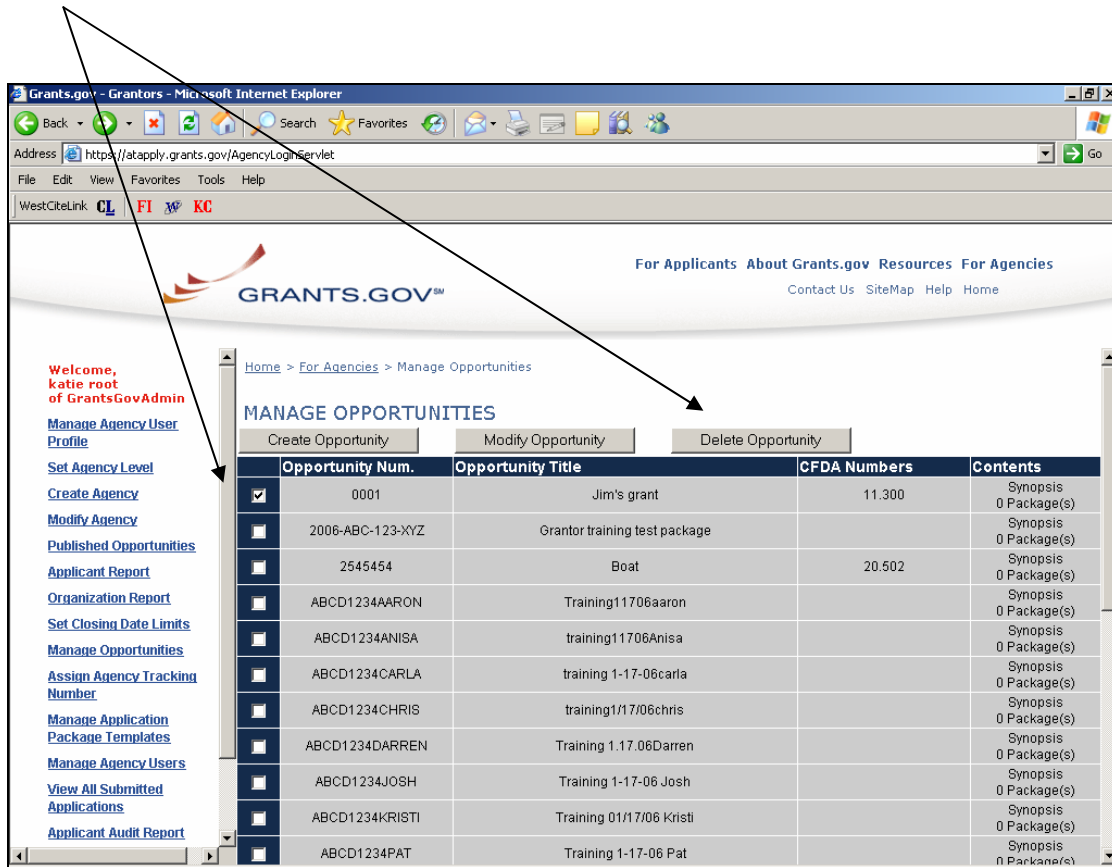
Below this information is a "Modify" button. The form also includes sections for "Synopsis" and "Application Packages". The "Synopsis" section has buttons for "Modify", "Delete", and "Attachments". The "Application Packages" section has an "Add" button.

On the left side of the page, there is a sidebar with a welcome message: "Welcome, katie root of GrantsGovAdmin". Below this, there is a list of links for agency management, including "Manage Agency User Profile", "Set Agency Level", "Create Agency", "Modify Agency", "Published Opportunities", "Applicant Report", "Organization Report", "Set Closing Date Limits", "Manage Opportunities", "Assign Agency Tracking Number", "Manage Application Package Templates", "Manage Agency Users", "View All Submitted Applications", and "Applicant Audit Report".

Deleting Grant Opportunities

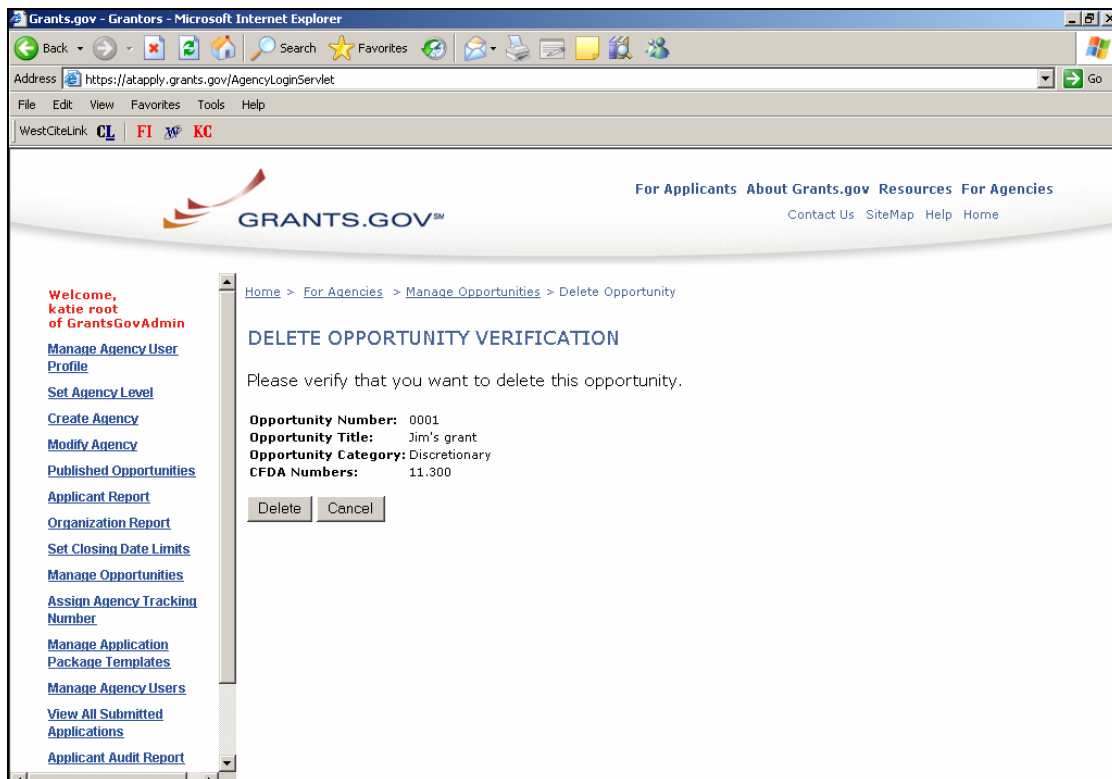
After creating a grant opportunity, it will be listed as one of the available opportunities that you can modify and delete within your agency's **Manage Opportunities** listing.

To delete a grant opportunity, select the opportunity you wish to delete by clicking on the box next to the opportunity and selecting the **Delete Opportunity** button.



You will receive a confirmation screen regarding deleting the opportunity. This will delete the ENTIRE opportunity. Everything that is attached to this Opportunity Number will be deleted. If you just need to delete a portion of an opportunity, please refer to the Modifying an Opportunity section to learn how to delete a specific section.

If you do want to delete the entire opportunity, select **Delete** and the opportunity will be deleted. An applicant will no longer be able to find the opportunity on the website nor will they be able to submit an application for this opportunity.



Publishing New Synopses


In order to post a synopsis, you must first create a new Grant Opportunity. Once you have begun the creation of a new Grant Opportunity, click on **Add** next to **Synopsis**.

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:* 0001
Opportunity Title:* Jim's grant
Opportunity Category:* Discretionary
CFDA Numbers: 11.300

Synopsis:

Application Packages:

On the next screen, begin filling out the properties pertaining to this particular grant opportunity. Anything that has an asterisk next to it is a mandatory field and you will need to enter information or select an option within the box. We will go through these different fields and highlight the mandatory options with an asterisk:

Instrument Type*: Select the particular type of funding that represents the grant opportunity. You can highlight more than one option by using either the SHIFT or CTRL key.

Activity Category*: These are the high-level categories found in the Catalog of Federal Domestic Assistance. You can highlight as many categories as you see fit. If you select **Other**, you will need to add additional information within the Category Explanation regarding your opportunity.

Category Explanation: This box becomes mandatory if you had selected **Other** in the **Activity Category** section. If you did not, then this box becomes optional and you input additional information if needed.

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Opportunity Properties

Opportunity Number: 0001
Opportunity Title: Jim's grant
Opportunity Category*: Discretionary
CFDA Numbers: 11.300

Funding Properties

Instrument Type: *

- Cooperative Agreement
- Grant
- Other
- Procurement Contract

Activity Category: *

- Agriculture
- Arts (see "Cultural Affairs" in CFDA)
- Business and Commerce
- Community Development
- Consumer Protection
- Disaster Prevention and Relief
- Education
- Employment, Labor and Training
- Energy
- Environment

Category Explanation:
* if Activity Category is

In the next section, you will need to fill out the following:

Posting Date*: This is the date that the opportunity will be posted to the Grants.gov website. If you set the date in the future, the opportunity will not get posted until that date. If you set it for today's date, then the opportunity will be automatically posted today after you publish the opportunity. If you set the post date for the future, any changes and modifications you perform on the synopsis will not be made public. It is only AFTER the synopsis has been posted to the website will all future modifications be made public.

Close Date: This is an optional field, but if you do not enter in a Close Date, you will need to enter information into the **Close Date Explanation** box.

Close Date Explanation: This is a mandatory field if you do not enter anything into the above **Close Date** box. Also, you can use this as an optional box if you need to include any other information pertaining to the close date.

Agency Contact*: This information is prepopulated by the system and is the user information for whomever is currently logged into the system.

E-Mail Address*: This is also prepopulated by the system and can be overwritten.

E-mail Description*: Enter text which will be presented as a hyperlink to the email address provided. For example, if you entered "Help Desk", then when the synopsis is published and someone clicks on "Help Desk" it will open up an email with the email address already prepopulated in the "To" field.

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Synopsis Dates

Posting Date: * 02/03/2006

Close Date: 02/06/2006 (format: MM/DD/YYYY)

Close Date Explanation:
* if no Close Date is provided

Agency Contact For Electronic Access Problems

Agency Contact: * James W. Rogers
Program Advisor
Phone 202-205-6303

E-Mail Address: * Jim.Rogers@hhs.gov

E-Mail Description: * Jim Rogers

Eligible Applicants*: Select the eligible groups for this synopsis. Again, you can select more than one group by using the SHIFT or CTRL option.

Eligibility Explanation: If you select "Other" as your eligible group, you will need to enter text into this field. Also, if you need to include additional information on the eligibility, you can use this text field to provide that further explanation.

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E-Mail Description: *

Opportunity Eligibility Information

Eligible Applicants: *

- City or township governments
- County governments
- For profit organizations other than small businesses
- Independent school districts
- Individuals
- Native American tribal governments (Federally recognized)
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS - other than institutions of higher education
- Others (see text field entitled "Additional Information on Eligibility" for clarification)

Eligibility Explanation:
* if Eligible Applicants is Others

Cost-Sharing or Matching Requirement*: This defaults to No, please select Yes if the applicant will need to match some of the provided federal funds.

Expected Number of Awards: This is an optional field. If you know this information, please enter a numerical amount into the box. It will only accept numbers.

Estimated Total Program Funding: This is an optional field. If you know this information, please enter the total program funding. It will only accept numbers – do not enter a dollar sign, it will be automatically inserted.

Award Ceiling*: This is a mandatory field. Either enter the dollar amount in numbers or write the word 'none' into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

Award Floor*: This is a mandatory field. Either enter the dollar amount in numbers or write the word 'none' into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

Funding Opportunity Description*: Enter a short description (two to three paragraphs) providing a short description about the funding opportunity. Do not use any special characters or HTML encoding. If you copy and paste text into this box, please review to ensure that the paragraphs have been formatted correctly and any special characters have been removed.

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Award Information

Cost Sharing or Matching Requirement: ☐ Yes ☒ No

Expected Number of Awards:

Estimated Total Program Funding:

Award Ceiling: *

Award Floor: *

Funding Opportunity Description

Funding Opportunity Text Description: *

The Office of Management and Budget has issued a Federal Register on the use of Grants.gov requiring the Office of Federal Financial Management to issue a policy directive requiring Federal Agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. Grants.gov is a simple, unified "storefront" for all customers of Federal

Announcement URL: This is an optional field. Enter the full URL where the full announcement for this opportunity is located. If you do not enter the URL, then you will need to upload the Full Announcement. Refer to the **Attaching Full Announcement/Other Documents** section for more information. You must enter the full URL, including the http:// (example: <http://www.grants.gov>)

URL Description: If you enter an Announcement URL, you will need to enter text into this field. The text will appear hyperlinked on Grants.gov and the applicant can click on the text to be linked to wherever you have the Full Announcement hosted.

Archiving Policy: The Archive Policy is defaulted to be archived 30 days after the close date. There are three options:

- a.) Automatic, 30 days after the close date
- b.) Automatic, on the date that you specify
- c.) Manual Archive – you will need to return back to Grants.gov and manually archive by modifying the synopsis and selecting the option to automatically archive on a specified date – you will need to enter in the date for the archive to occur.

Grants.gov - Grantors - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/AgencyLoginServlet>

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Funding Opportunity Text Description: *

federal register on the use of Grants.gov requiring the Office of Federal Financial Management to issue a policy directive requiring Federal Agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. Grants.gov is a simple, unified "storefront" for all customers of Federal

Full Announcement Link

Announcement URL:

URL Description:

Archiving Policy

Synopsis and associated documents may be scheduled for archiving 30 days after the application's close date, or upon a user-specified date after the later than the posting date, or may be left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

Archiving Policy:

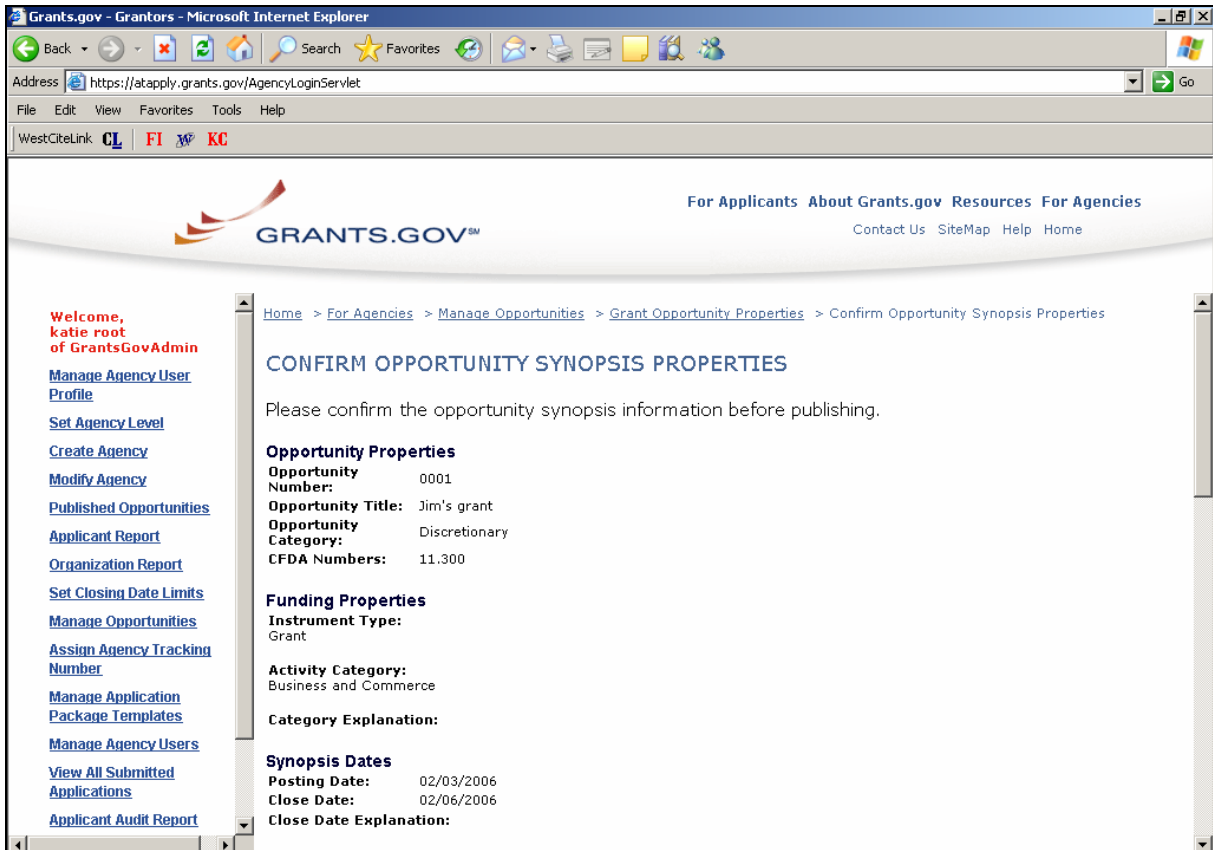
☐ Automatic, 30 days after the close date

☒ Automatic, on specified date: (format: MM/DD/YYYY)

☐ Manual archive

After you have entered in all the information necessary for your synopsis, select **"Publish"**. You will be given a confirmation screen that will include all of the information you have previously entered. Review this information and select **"Publish"** again at the bottom of the screen.

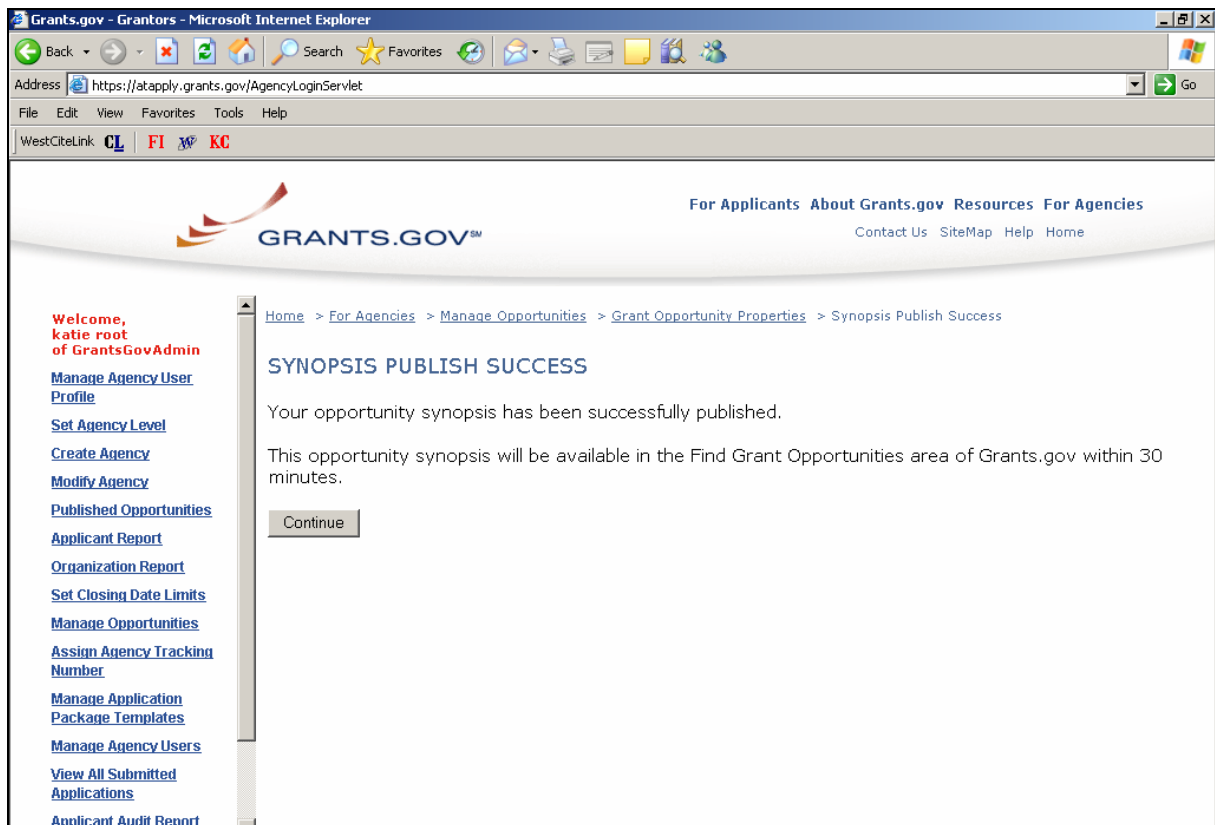
If you need to fix any information, select **"Edit"** to return to the previous screen to allow you to edit. If you select **"Cancel"**, you will return to the **Manage Grant Properties** screen and none of your work will be saved.



If you do select **Publish**, you will receive a confirmation screen regarding the successful publishing of the opportunity. If the post date you have entered is today's date, then the synopsis will appear on the site within 30 minutes.

If the post date is in the future, then you will also receive a confirmation screen regarding a successful publishing of the opportunity, but it will be present on the screen until the actual post date you entered. You will be able to edit and modify this synopsis until the post date without any of those edits being visible to the applicant.

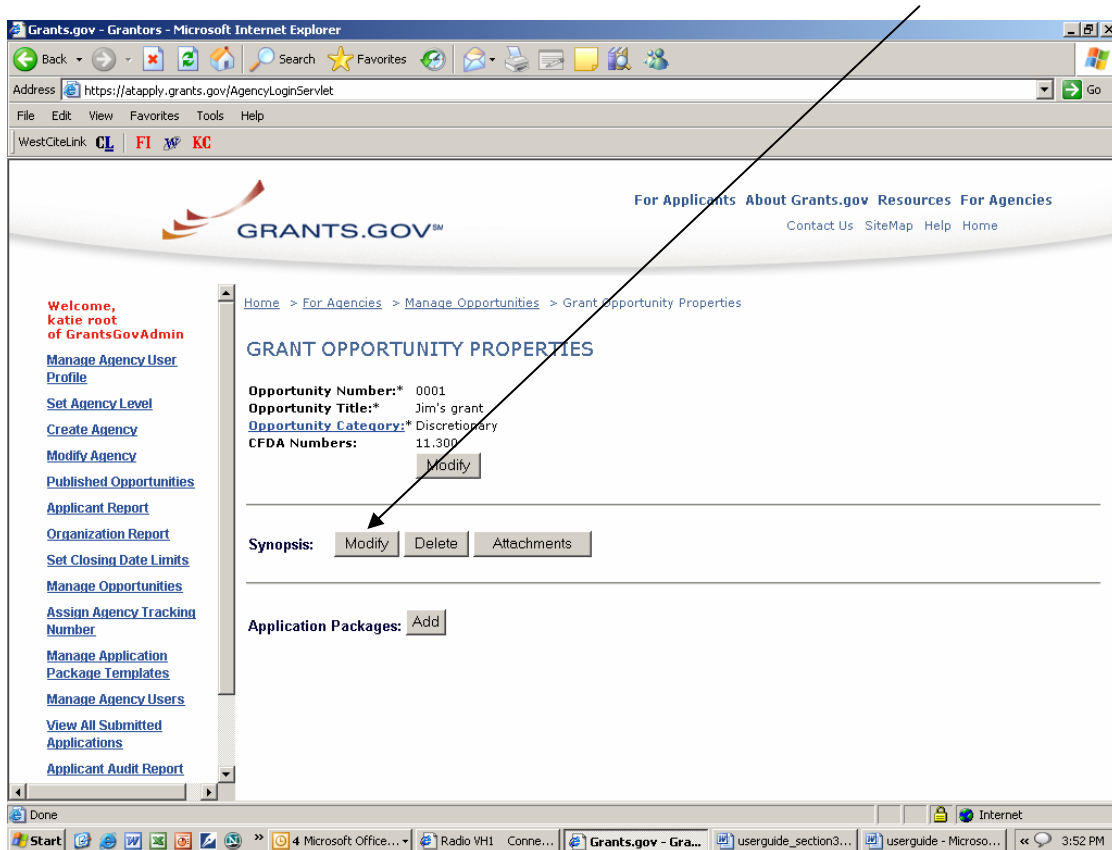
Please be aware that Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis with a future post date will not automatically appear on the site until that future date.



Modifying Synopses with a Future Post Date

This section is in reference to modifying synopses that have been published, but have a post date that is in the future. These synopses can be modified without the applicants being notified and without the record of these modifications being made public.

In order to modify a synopsis, you must select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you entered the **Grant Opportunity Properties** screen, click on **Modify** next to **Synopsis**.



In the next screen, you will be provided the original synopsis. Make the necessary modifications and select “Publish” at the bottom of the screen.

You will be taken to the **Confirm Opportunity Synopsis Properties** screen. At the bottom of the screen, you will be asked to enter the details pertaining to what you have modified in the **Synopsis Modification Comments** box. Enter what you have modified. If the post date is in the future, these comments will not be made public, but will serve as a record of what you have previously modified. After this synopsis is posted, any future modification comments will be made public so that the applicant knows what has been modified post the date that the synopsis was originally posted on the site.

Once you have reviewed the modifications and completed the comments box, select **Publish**. If you need to make additional changes, select **Edit** and perform those revisions. If you select **Cancel** you will be taken back to the **Grant Opportunity Properties** screen.

The screenshot shows the Grants.gov website in a Microsoft Internet Explorer browser window. The address bar displays <https://atapply.grants.gov/AgencyLoginServlet>. The page header includes the Grants.gov logo and navigation links for Applicants, Agencies, and Resources. A sidebar on the left lists various user actions like 'Manage Agency User Profile', 'Set Agency Level', and 'Create Agency'. The main content area is titled 'Funding Opportunity Description' and contains a 'Funding Opportunity Text Description' and a 'Full Announcement Link'. Below this is the 'Synopsis Modification Comments' section, which includes a text area with the text 'No changes' and buttons for 'Publish', 'Edit', and 'Cancel'.

Welcome, Katie root of GrantsGovAdmin

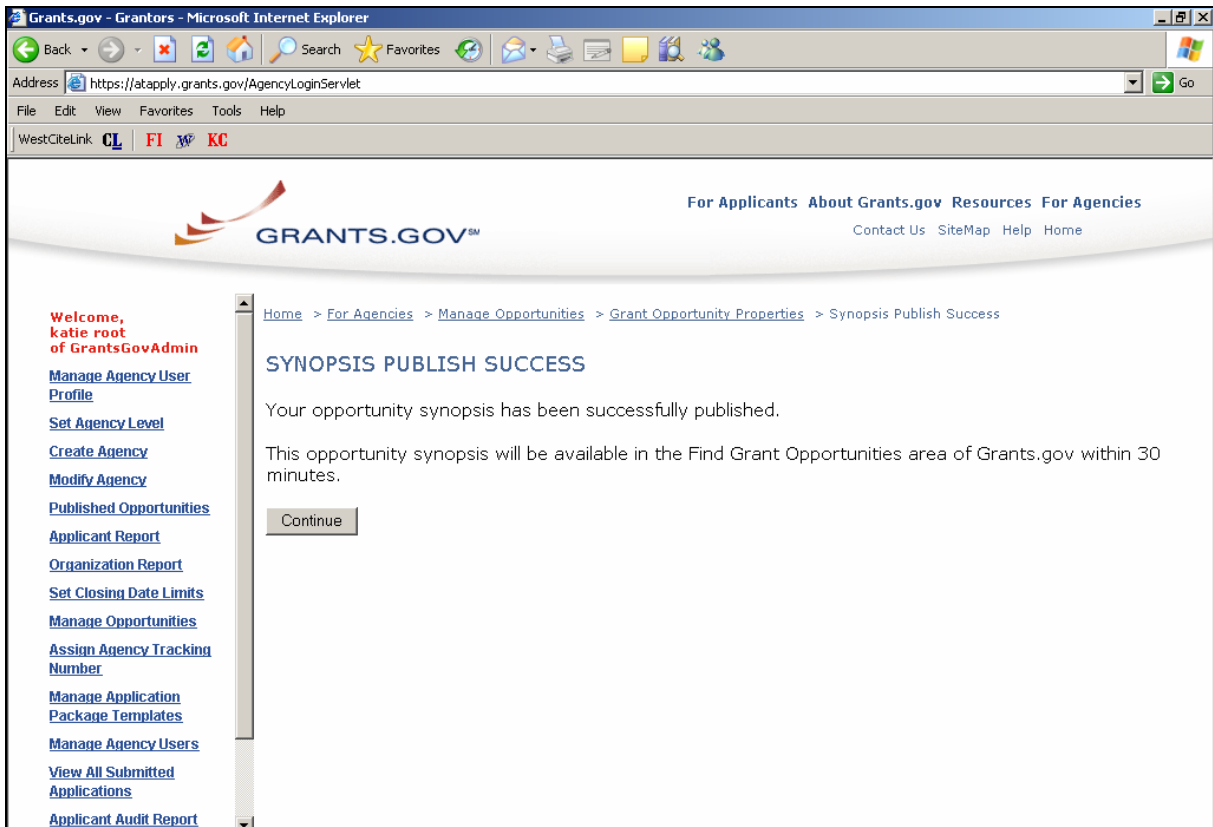
[Manage Agency User Profile](#)
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Funding Opportunity Description
Funding Opportunity Text Description:
The Office of Management and Budget has issued a Federal Register on the use of Grants.gov requiring the Office of Federal Financial Management to issue a policy directive requiring Federal Agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. Grants.gov is a simple, unified "storefront" for all customers of Federal grants to electronically find, grant opportunities, apply for grant opportunities, and manage grants opportunities

Full Announcement Link
Announcement http://doc.gov
URL:
URL Description: Commerce

Synopsis Modification Comments
Synopsis Modification Comments:*
No changes

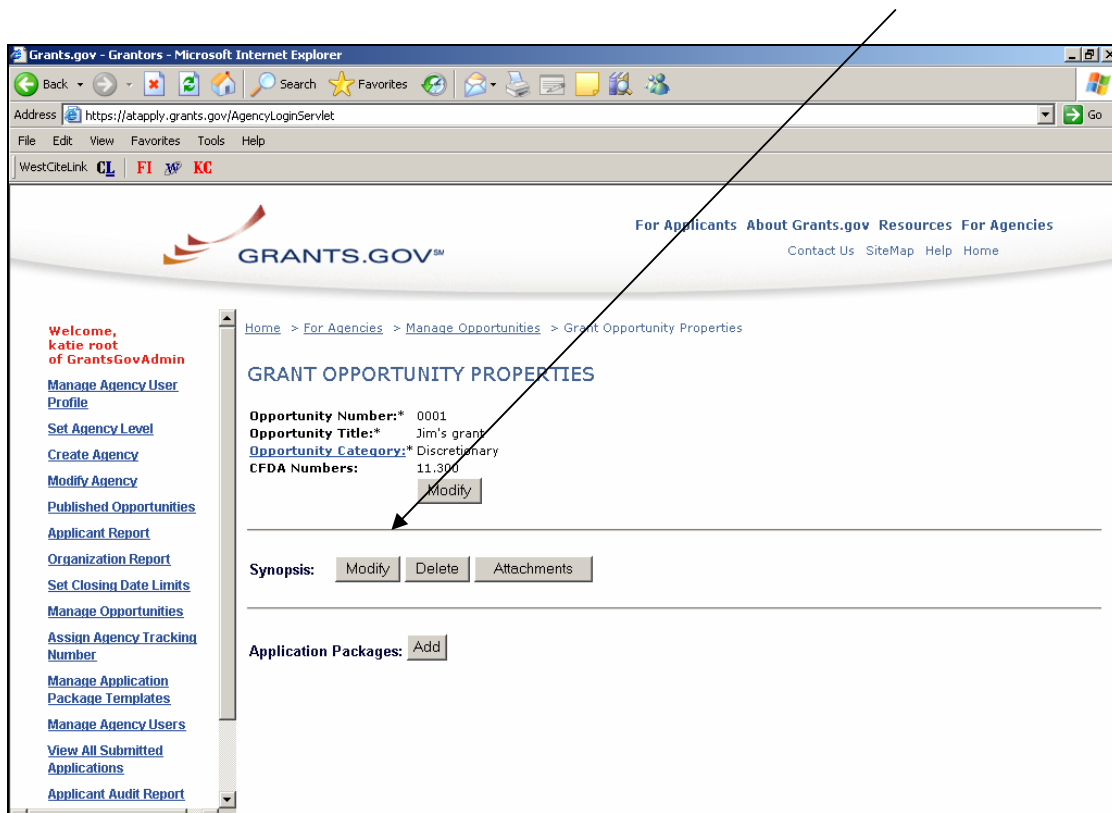
You will receive a Synopsis Publish Success screen. Please be aware that though the text states that the opportunity will be available within 30 minutes, since your post date is not until the future, the synopsis will not be published until that post date. All modifications made before the post date will not be seen by the public.



Modifying a Posted Synopses

This section is in reference to modifying synopses that have been published and posted to the website. These synopses can still be modified, but any modification will require the agency to document what has been modified and this documentation will be made available for the public.

In order to modify a synopsis, you must select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you entered the **Grant Opportunity Properties** screen, click on **Modify** next to **Synopsis**.



In the next screen, you will be provided the original synopsis. Make the necessary modifications and select “Publish” at the bottom of the screen.

You will be taken to the **Confirm Opportunity Synopsis Properties** screen. At the bottom of the screen, you will be asked to enter the details pertaining to what you have modified in the **Synopsis Modification Comments** box. Enter what you have modified. This information will be included within the synopsis and will allow the public to know what has been modified.

Once you have reviewed the modifications and completed the comments box, select **Publish**. If you need to make additional changes, select **Edit** and perform those revisions. If you select **Cancel** you will be taken back to the **Grant Opportunity Properties** screen.

Grants.gov - Grantors - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/AgencyLoginServlet>

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Funding Opportunity Description

Funding Opportunity Text Description:
The Office of Management and Budget has issued a Federal Register on the use of Grants.gov requiring the Office of Federal Financial Management to issue a policy directive requiring Federal Agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. Grants.gov is a simple, unified "storefront" for all customers of Federal grants to electronically find, grant opportunities, apply for grant opportunities, and manage grants opportunities

Full Announcement Link

Announcement URL: <http://doc.gov>
URL Description: Commerce

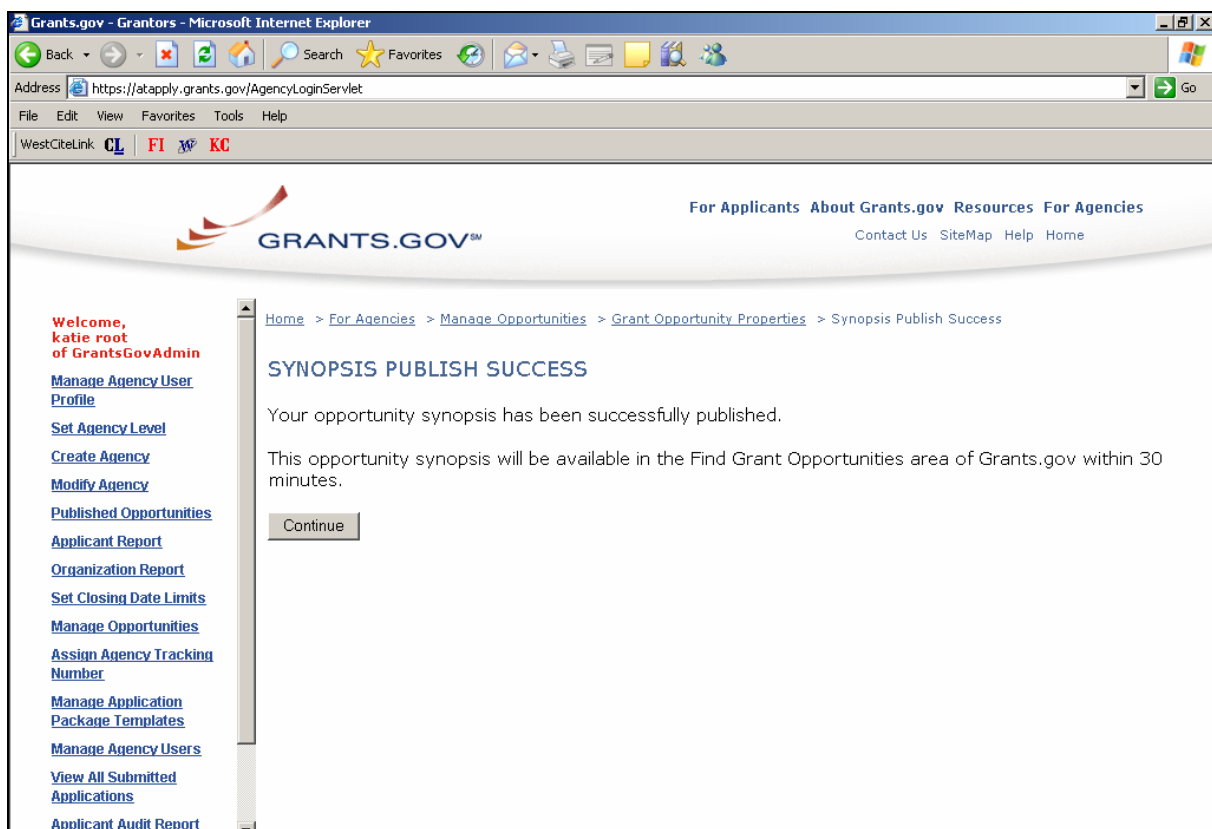
Synopsis Modification Comments

Synopsis Modification Comments:*

No changes

Publish Edit Cancel

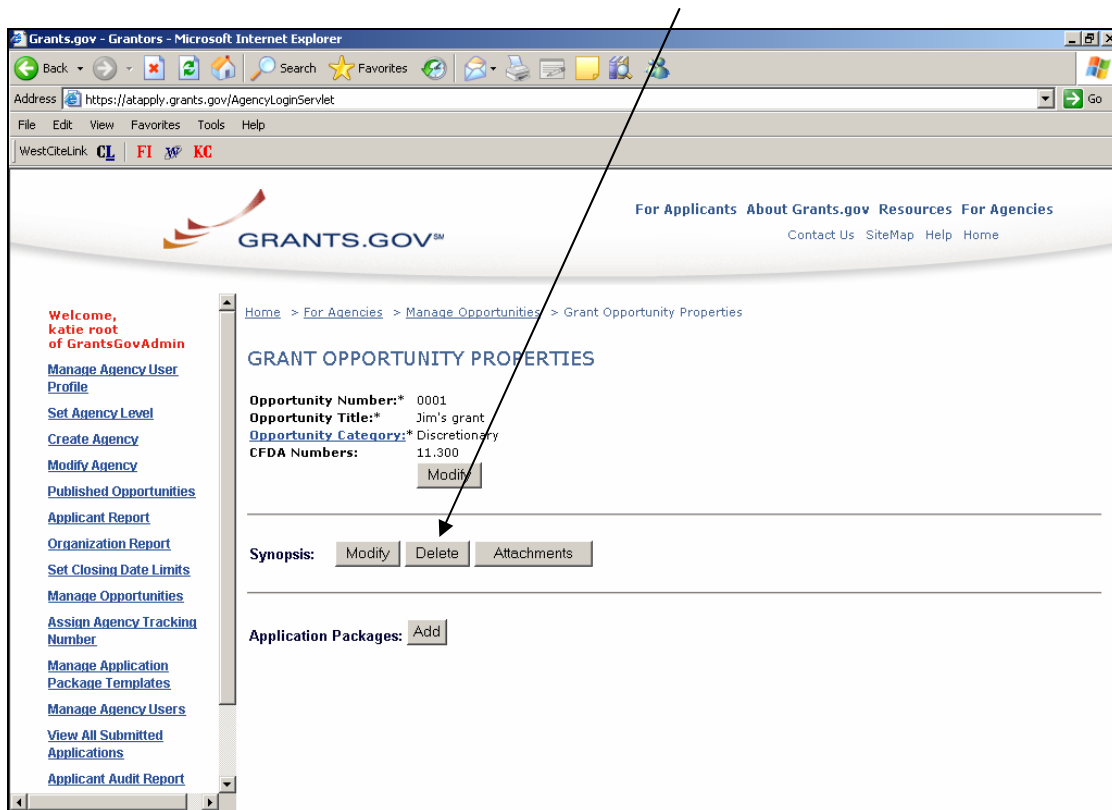
You will receive a Synopsis Publish Success screen. Please be aware that it could take up to 30 minutes for the modified synopsis to be made public.



Deleting Synopses

In order to delete a synopsis, you must select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you entered the **Grant Opportunity Properties** screen, click on **Delete** next to **Synopsis**.

Note: You will only be able to delete a synopsis if there is already an application package posted as part of the grant opportunity properties. If there is not, then you will need to refer to the **Delete Grant Opportunity** section in order to discard the synopsis and recreate the opportunity.

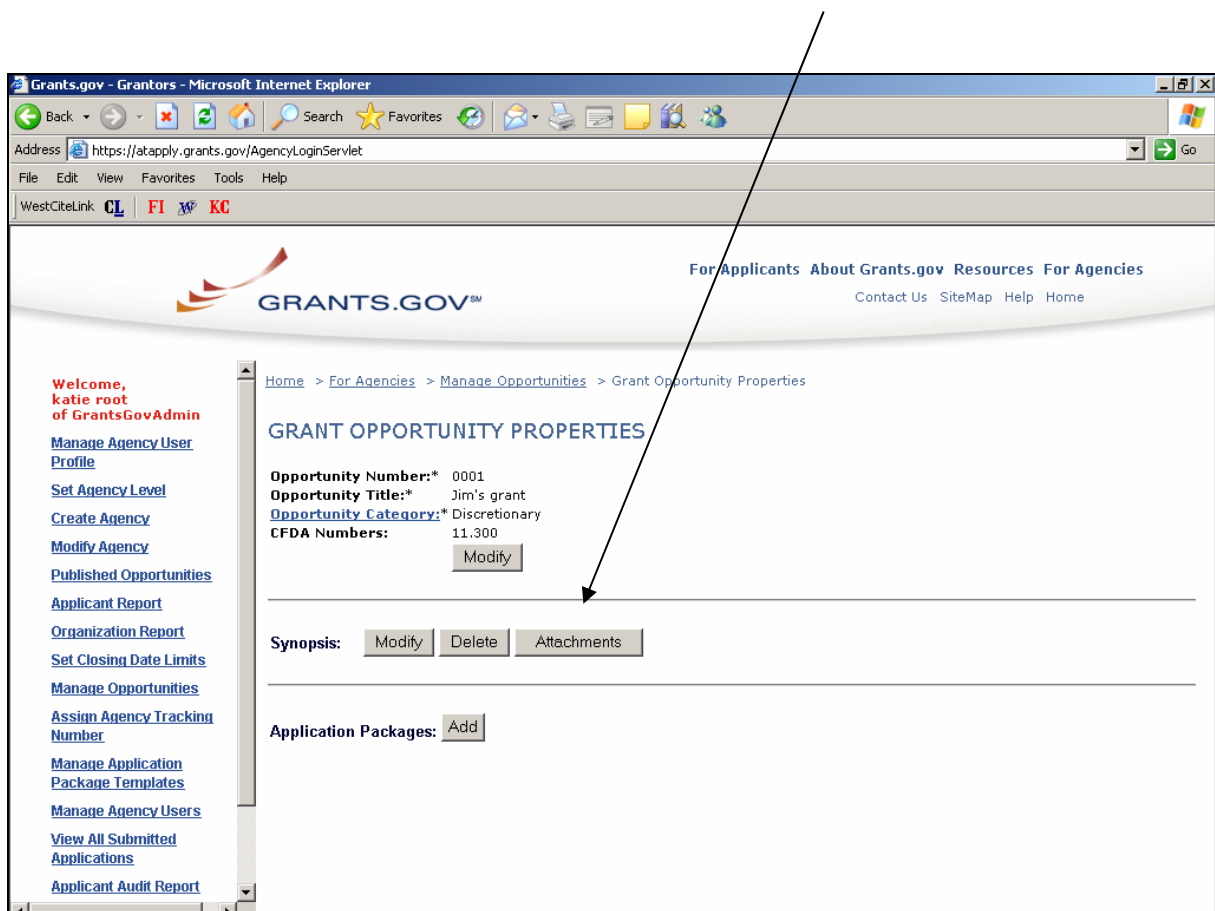


You will be given a confirmation screen regarding the deletion of your synopsis. Confirm this deletion and the grant opportunity synopsis will be deleted. It could take up to 30 minutes for this deletion to occur on the website.

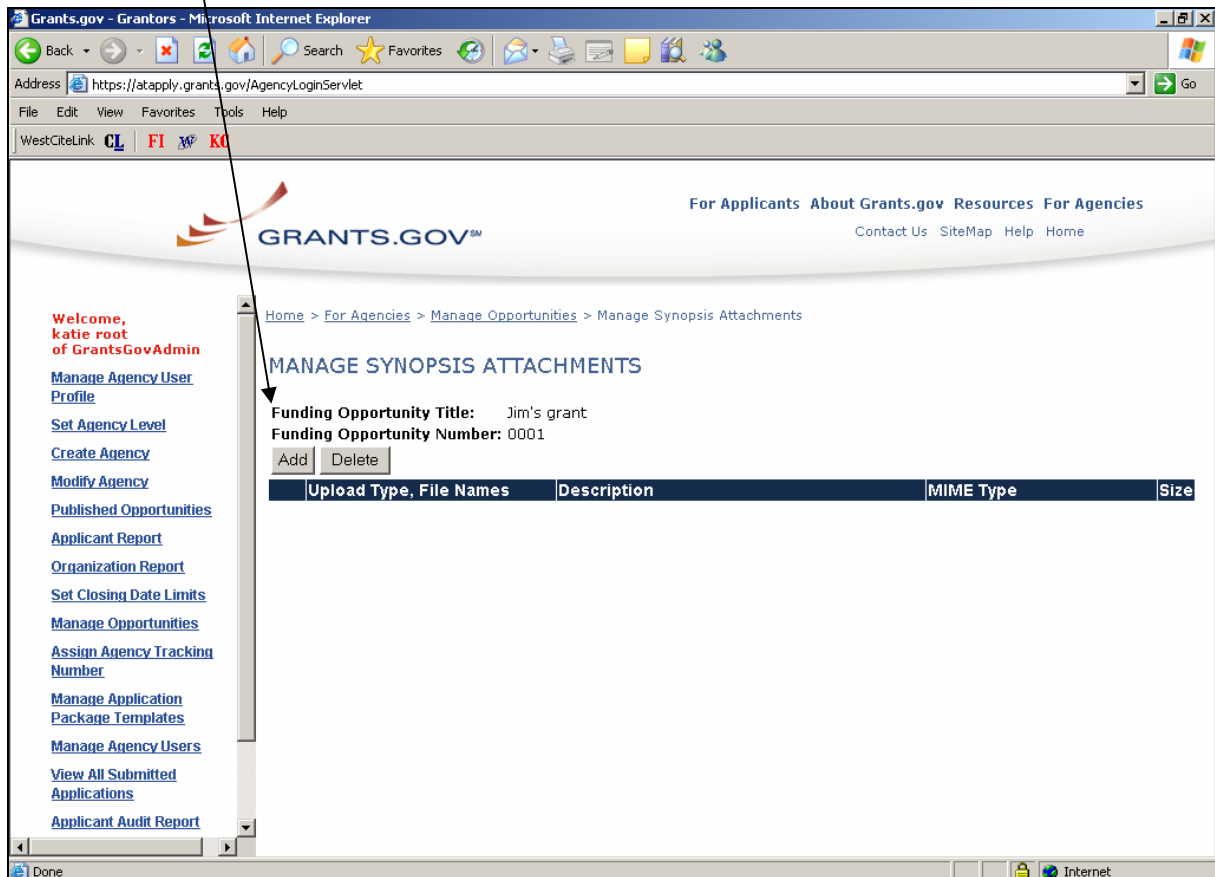
Attaching Full Announcements/Other Documents

This is an optional functionality on Grants.gov. Please be aware that you must either provide a direct Internet link to a discretionary/competitive grant opportunity's full announcement or attach the Full Announcement as a document. The following directions provide information on how to attach the Full Announcement as a document.

In order to attach a full announcement or other supporting documents, you must have first created a **Grant Opportunity** and a **Synopsis** for that **Grant Opportunity**. Once you have completed those items, then you can select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you entered the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.



Select the Add button on the next screen.



On the next screen, select the number of files you wish to upload and click the **Continue** button.

Grants.gov - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/AgencyLoginServlet>

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

NEW SYNOPSIS ATTACHMENT UPLOAD

Opportunity Title: Jim's grant

Opportunity Number: 0001

Number of files to upload:*

At the next screen, first select the type of document you wish to attach at Document Upload Type. There are three options:

Full Announcement
Revised Full Announcement
Other Supporting Documents

Grants.gov - Grantors - Microsoft Internet Explorer

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

NEW SYNOPSIS ATTACHMENT UPLOAD

Opportunity Title: Jim's grant
Opportunity Number: 0001

Document Upload Type:* Full Announcement
Full Announcement
Revised Full Announcement
Other Supporting Documents

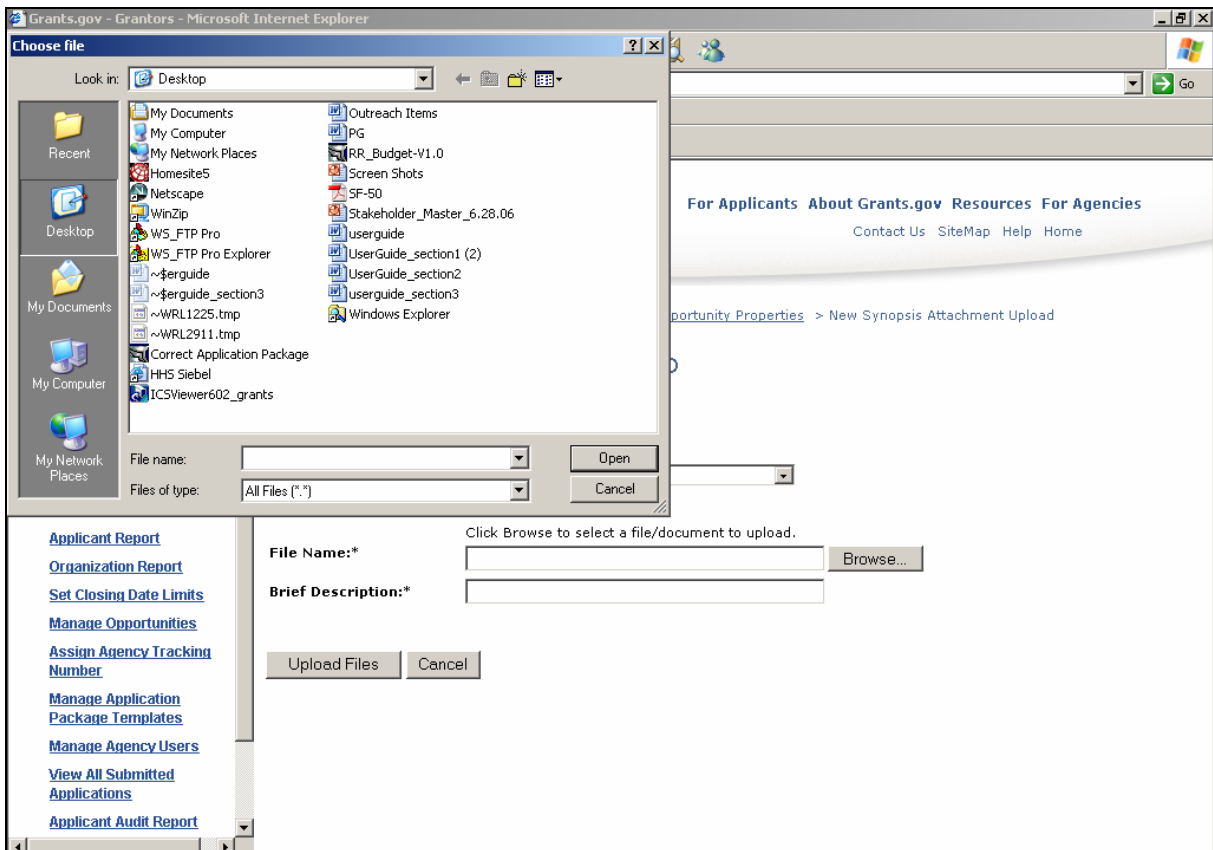
File Name:* Browse...

Brief Description:*

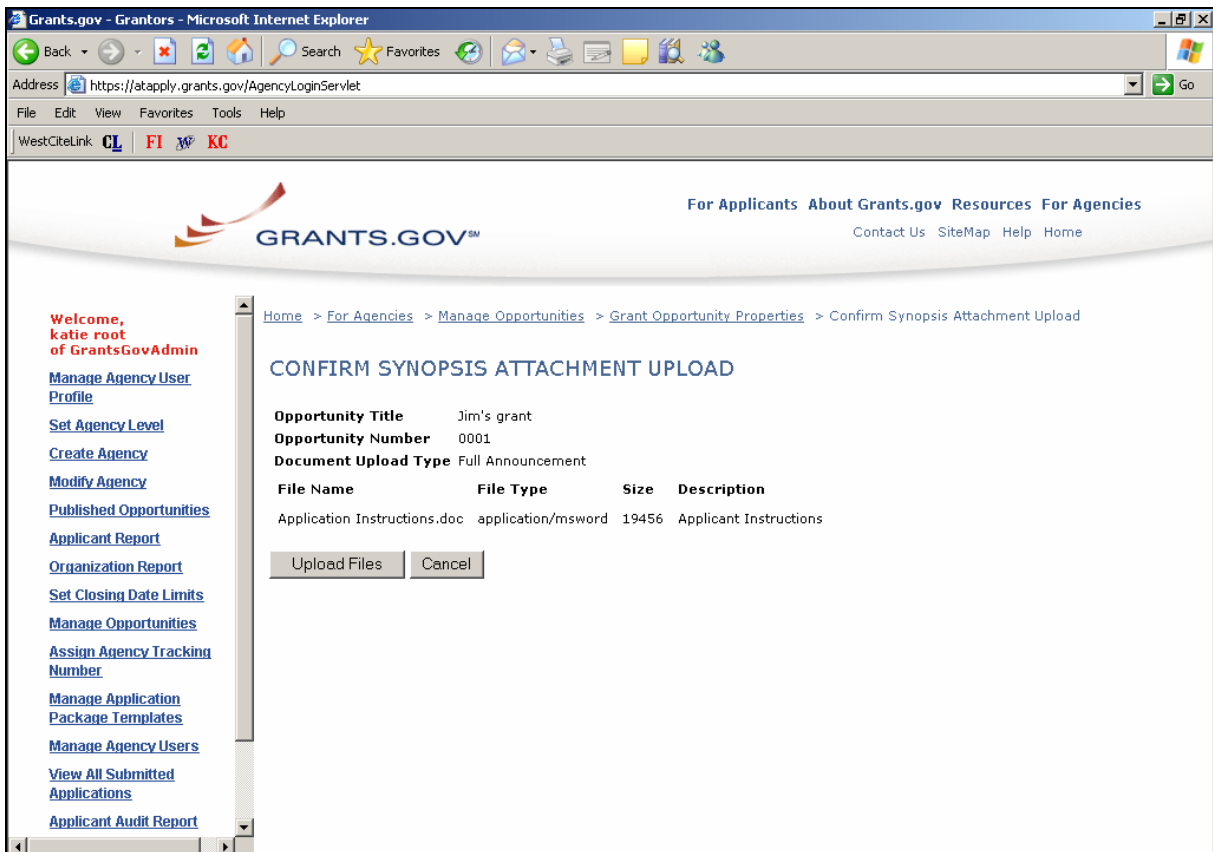
Upload Files Cancel

Next, select the **Browse** button, your file directory will open. Find the file you wish to attach and double click on the icon. The name of the file will appear in the **File Name** box. Enter a brief descriptive title for the attachment in the **Brief Description** box. Repeat this process for each file that you are attaching.

Next, select the **Upload Files** button. Or, select **Cancel** to return back to the **Grant Opportunity Properties** screen.

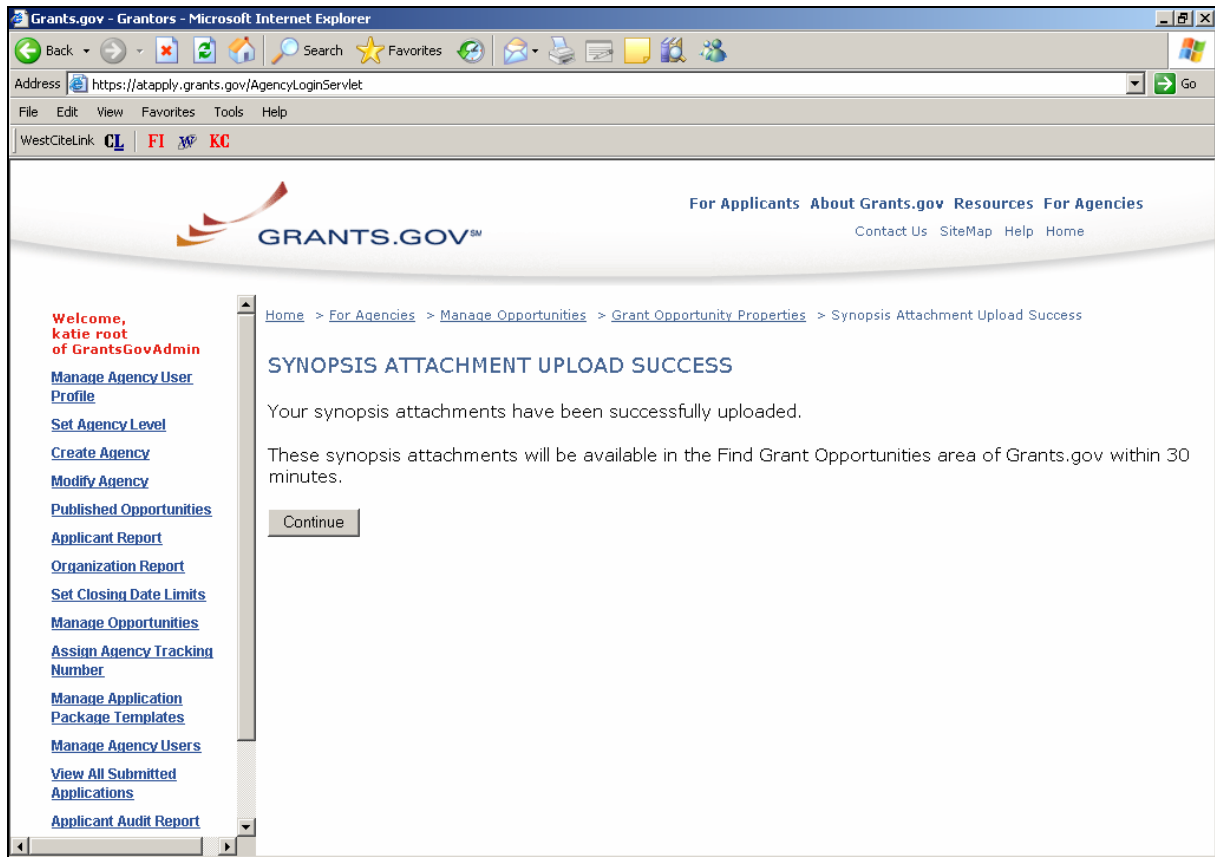


You will receive a confirmation screen. Review the information and if you are satisfied, select **Upload Files**. If not, select **Cancel**, this will return you to the **Grant Opportunity Properties** screen.



After confirming the upload, you will get a **Synopsis Attachment Upload Success** screen. Please be aware that the attachments will be available on the website within 30 minutes of publishing. If you have a post date that is in the future for the synopsis, the attachments will appear at the same time.

Please be aware that Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis attachments with a future post date will not automatically appear on the site until that future date.

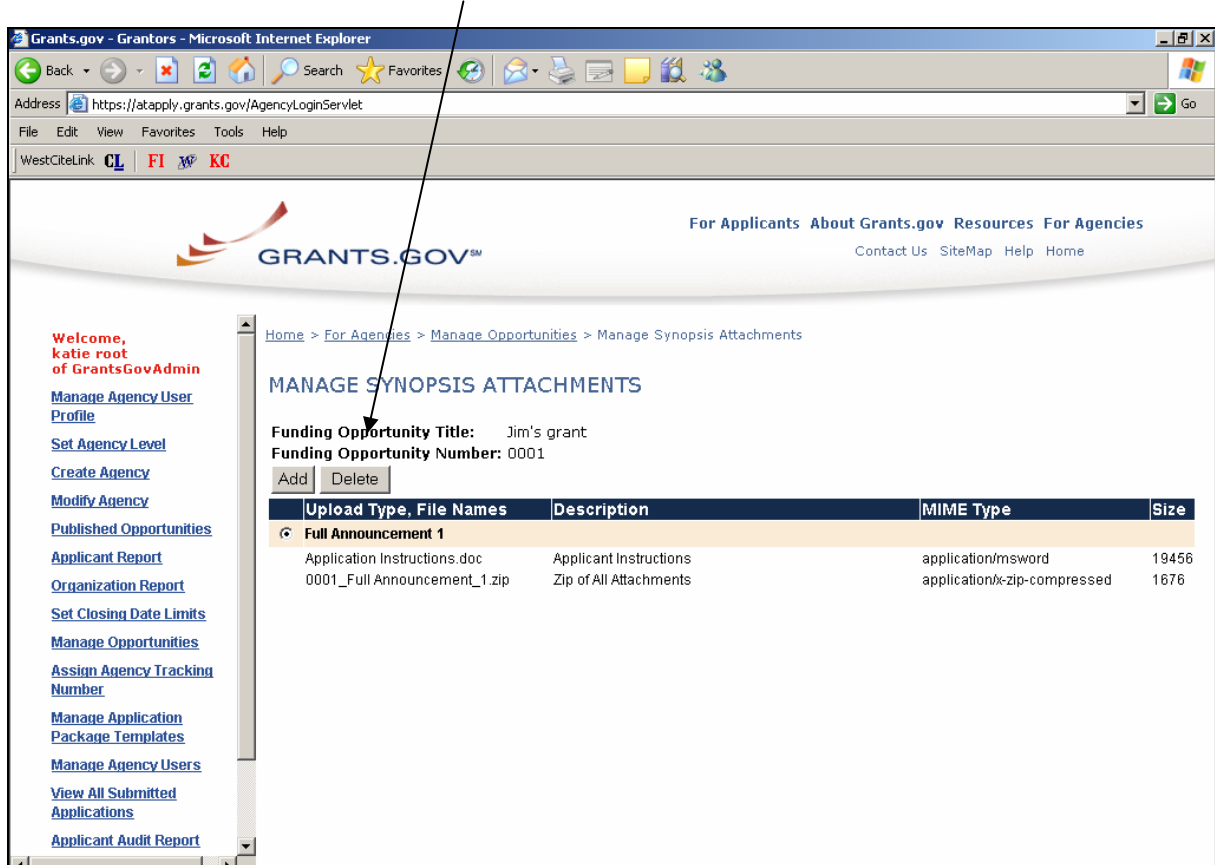


Deleting Full Announcements/Other Documents

In order to delete a full announcement or other supporting documents, select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you entered the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.

At the next screen, the listing of attachments will be providing. Select the attachments you wish to delete and select **Delete**.

You will not be able to modify these attachments. If you have attached the wrong document, you will need to delete the attachment and then add the correct one by following the directions in **Adding Full Announcements/Other Documents**.



The screenshot shows the Grants.gov website in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://atapply.grants.gov/AgencyLoginServlet>. The page title is "Grants.gov - Grantors - Microsoft Internet Explorer". The main content area is titled "MANAGE SYNOPSIS ATTACHMENTS" and displays the following information:

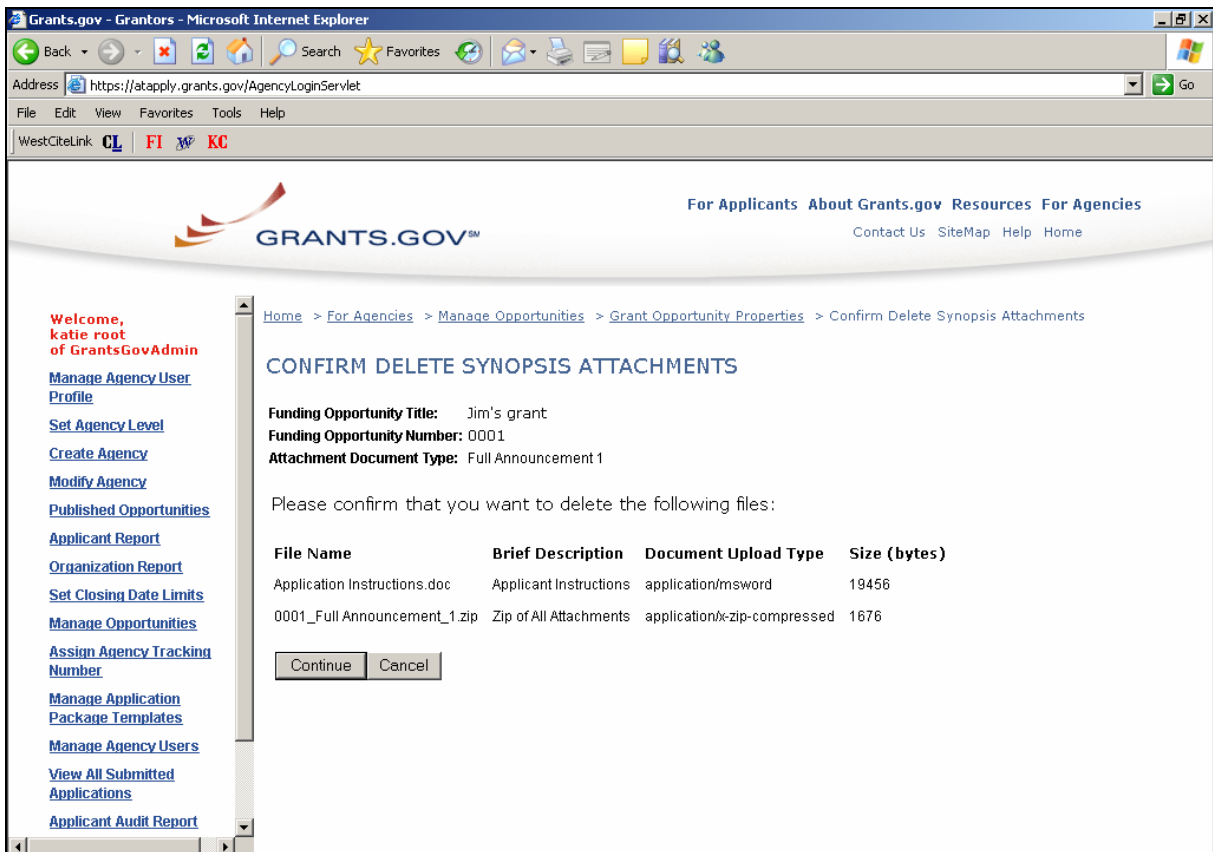
Funding Opportunity Title: Jim's grant
Funding Opportunity Number: 0001

Buttons: Add Delete

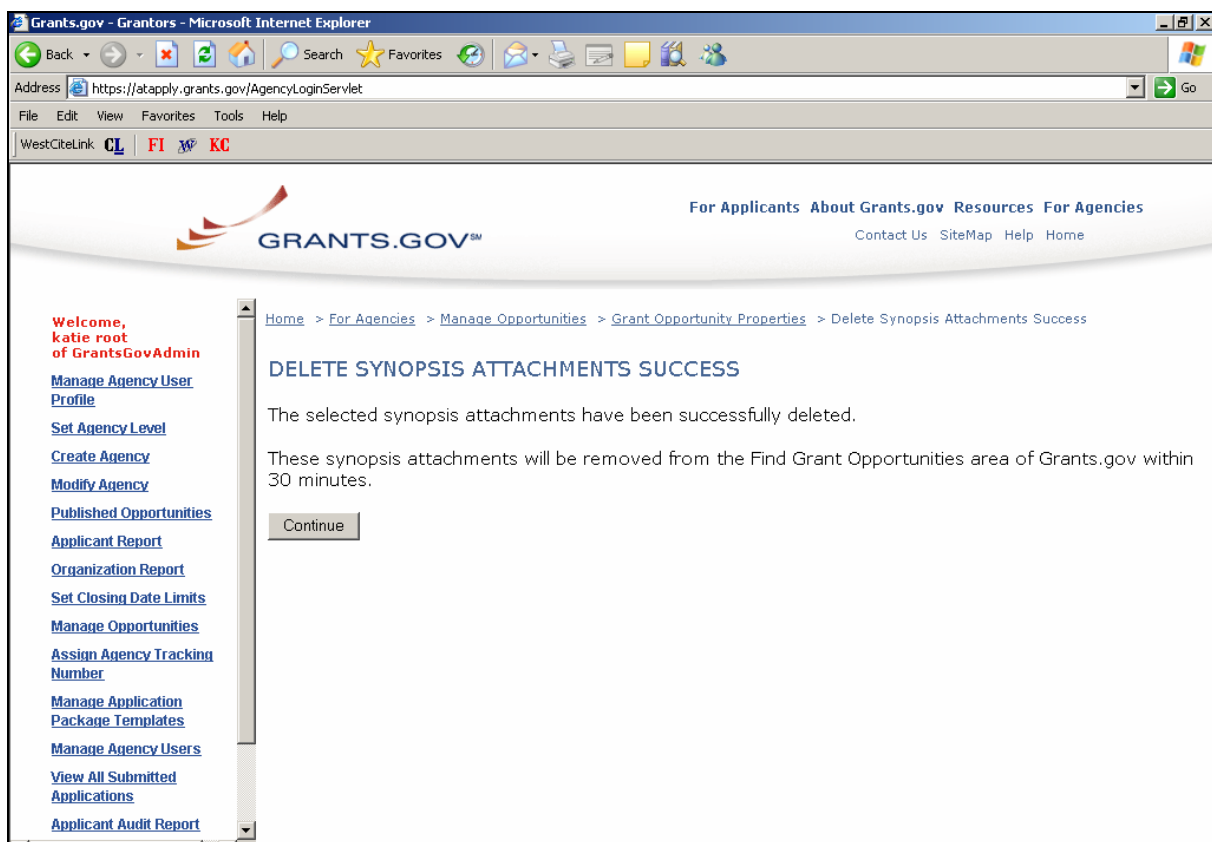
| Upload Type, File Names | Description | MIME Type | Size |
|------------------------------|------------------------|------------------------------|-------|
| Full Announcement 1 | | | |
| Application Instructions.doc | Applicant Instructions | application/msword | 19456 |
| 0001_Full Announcement_1.zip | Zip of All Attachments | application/x-zip-compressed | 1676 |

A black arrow points from the "Delete" button to the "Full Announcement 1" row in the table.

On the next screen, you will receive a confirmation screen. Either select **Confirm** or **Cancel**. Selecting **Cancel** will return you to the **Grant Opportunity Properties** screen.



If you select **Continue**, you will get the **Delete Synopsis Attachments Success** screen. The attachments will be deleted from the website within 30 minutes of reaching this screen.



Publishing Applications

This section of the site enables you to create, modify and delete application packages published on Grants.gov. In publishing an application package, you will need to already have created a new grant opportunity and then utilize the templates created in the Manage Application Package Templates section. As part of this, you will also be able to add instructions specific to each opportunity and review your compiled application package before publishing it to Grants.gov for public view.

The screenshot shows the 'MANAGE OPPORTUNITIES' page in a Microsoft Internet Explorer browser window. The address bar shows 'https://atapply.grants.gov/AgencyLoginServlet'. The page has a header with the Grants.gov logo and navigation links. A left sidebar contains a list of links for agency management. The main content area has three buttons: 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. Below these is a table of opportunities.

| | Opportunity Num. | Opportunity Title | CFDA Numbers | Contents |
|--------------------------|------------------|-------------------------------|--------------|--------------------------|
| <input type="checkbox"/> | 0001 | Jim's grant | 11.300 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2006-ABC-123-XYZ | Grantor training test package | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | 2545454 | Boat | 20.502 | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234AARON | Training11706aaron | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234ANISA | training11706Anisa | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CARLA | training 1-17-06carla | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234CHRIS | training1/17/06chris | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234DARREN | Training 1.17.06Darren | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234JOSH | Training 1-17-06 Josh | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234KRISTI | Training 01/17/06 Kristi | | Synopsis 0 Package(s) |
| <input type="checkbox"/> | ABCD1234PAT | Training 1-17-06 Pat | | Synopsis 0 Package(s) |

This screen displays the current grant opportunities for the agency/agencies that you represent. Each opportunity either has a synopsis, a grant application package or both.

To create a new application package, click the **Create Opportunity** button above the listed packages.

To modify an existing opportunity, select the opportunity that you want to modify by clicking in the checkbox in the package's row and then click the **Modify Opportunity** button.

To delete an existing application package, select the opportunity you wish to modify by clicking in the checkbox in the package's row and then click the **Modify Opportunity** button. At the next screen, you will be able to delete the application package. NOTE: you will only be able to delete an application package from the Modify screen if and only if more than one application package exists. Otherwise, you will need to delete the entire grant opportunity in order to remove the application package from the system.

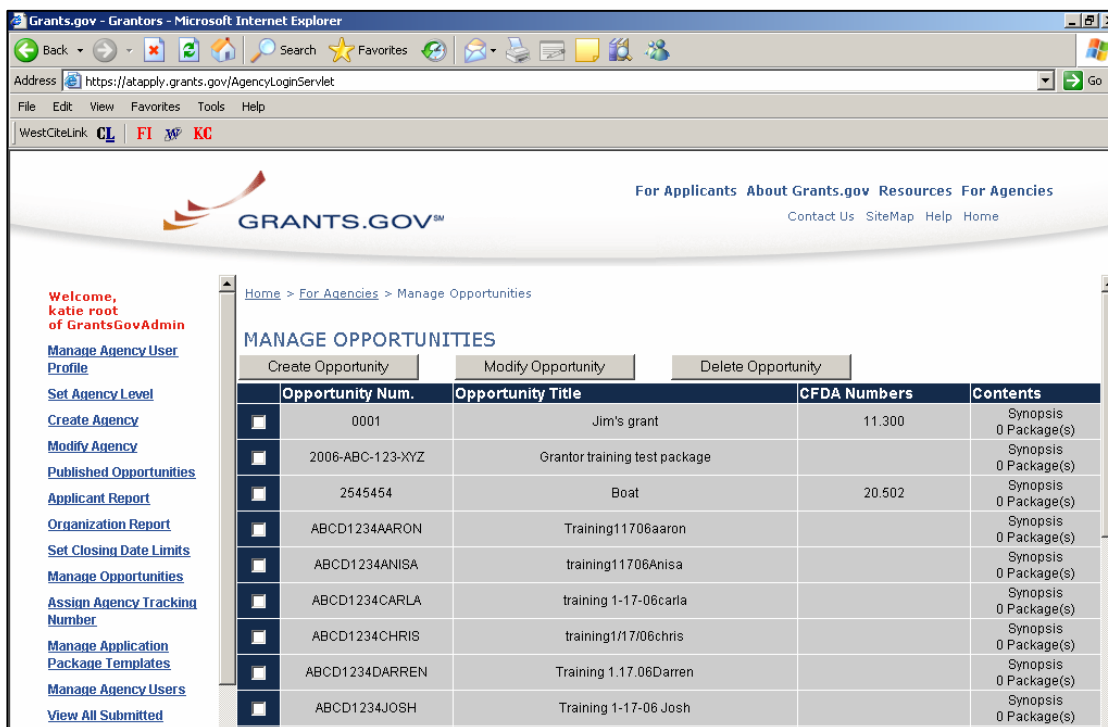
If there is only one application package that needs to be deleted, then select the grant opportunity that needs to be deleted by clicking in the checkbox in the package's row and then click the **Delete Opportunity** button.

Note – Once an application package is deleted, either through the modification or the deletion, Grants.gov will no longer accept or process any applications which use the deleted package. A notice will be sent to the applicants who registered to receive information pertaining to that opportunity to let them know that the package has been deleted as well.

Creating Applications

To create new application packages to be posted at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Manage Opportunities** screen.



This screen displays the current opportunities for the agency/agencies that you represent.

Click the **Create Opportunity** button above the listed application packages.

This will take you to the **New Grant Opportunities Properties** screen where you begin to enter information about the new opportunity.

After you entered in the initial grant opportunity's properties, you will select Add next to Grant Application. From here you will receive the New Package Creation screen.

Enter your agency's CFDA number in the **CFDA Number** field. This must be a valid CFDA number.

Enter an opportunity number in the **Opportunity Number** field. This field must be completed in order to publish the application package.

Enter a title for the application package in the **Opportunity Title** field. This field must be completed in order to publish the application package.

Enter the date by which the opportunity should be made available in the **Open Date** field.

Enter the date by which the opportunity should no longer be available in the **Close Date** field.

Enter the number of days for which the package should be retained in the **Retention Period** field.

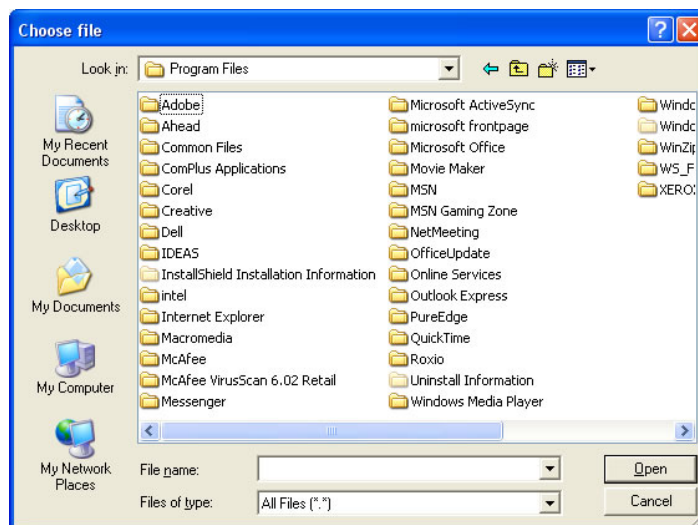
The **Agency Contact** field lists the first and last name, title, email address and phone number that was entered in your user profile. This information will be listed on the cover page of the application package as the agency contact information. You can edit any of the information listed simply by selecting the text and typing any revisions.

Select the application package template for the application by clicking the arrow next to the **Form Package** drop down box. This field must be completed in order to publish the application package.

You can upload application instructions from your computer by clicking the Browse button next to the **Application Instructions** field. This field must be completed in order to publish the application package.

This will open a **Choose File** window where you can browse on your computer to the file which contains the application instructions.

**Choose File
window**



Once you have selected the correct file, click the **Open** button.

You will be returned to the **New Grant Opportunities** screen where the path to the file will now appear in the **Application Instructions** field.

If you want to select a new file, simply click the Browse button again, select the correct file, and click the **Open** button.

If you do not want to save the new the application package, click the **Cancel** button at the bottom of the screen. You will be returned to the **Publish Applications** screen where the new application package will not appear.

OR

If you want to save the new the application package, click the **Publish** button at the bottom of the screen.

This will take you to the **Opportunity Publication Verification** screen.

Opportunity Publication Verification screen

Review the information listed.

To view the application instructions that you uploaded, click the **View** link in the **Application Instructions** field.

If the information listed is not correct, click the **Review** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Publish Applications** screen without creating the new application package.

OR

If the information is correct, click the **Publish** button. This will make the new application package available to the public. You will be taken to an **Opportunity Publication** screen which will confirm that the new application package is now available for public download.

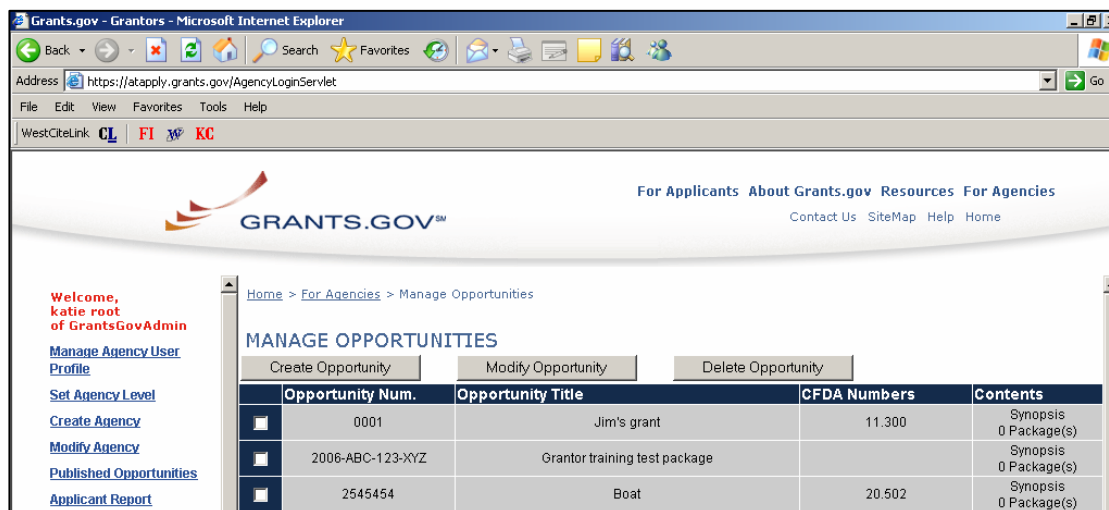
Opportunity Publication screen

Click the **Continue** button to return to the **Publish Applications** screen. Your new application package will be listed with the other packages published for your agency.

Modifying Applications

To modify an application package that is published at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Publish Applications** screen.



This screen displays the current opportunities for the agency/agencies that you represent.

Select the application package that you want to modify by clicking in the checkbox in the first column of that application's row.

Click the **Modify Opportunity** button above the listed application packages.

This will take you to the **Existing Grant Opportunities Properties** screen.



Select the appropriate application package by checking the box next to the package and clicking “Modify”.

On the next screen, make any necessary revisions.

Note – If you change the template associated with a published application package and an applicant submits an application which has the old template in it, Grants.gov will reject the application.

If you do not want to save the changes you made to the opportunity, click the **Cancel** button at the bottom of the screen. You will be returned to the **Publish Applications** screen and the changes will not be saved.

OR

If you want to save the changes you made to the opportunity, click the **Publish** button at the bottom of the screen to save the changes.

This will take you to the **Opportunity Publication Verification** screen.

**Opportunity
Publication
Verification
screen**

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Address http://testapply.gov.com/LoginServlet

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Home > For Grantors > Publish Applications > New Grant Opportunity Properties > Opportunity Publication Verification

Opportunity Publication Verification

You are about to make the following application available to the public. Please verify the details and click "Publish" to make this opportunity available on Grants.gov.

CFDA Number: None
 CFDA Title: None
 Opportunity Number: 2468
 Opportunity Title: test02
 Open Date: None
 Close Date: None
 Retention Period: null days
 Agency Contact: test test Title E-mail test Phone: 1234567898
 Application Package: 10.17 Template

Mandatory Forms: Disclosure of Lobbying Activities (SF-LLL)
 EPA Key Contacts Form 5700-54
 Application for Federal Assistance (SF-424)

Optional Forms: Program Narrative Attachment Form

Application Instructions: [View](#)

Review the information listed.

To view the application instructions, click the View link in the **Application Instructions** field.

If the information is not correct, click the **Review** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Publish Applications** screen.

OR

If the information is correct, click the **Publish** button. This will make the updated application package available to the public. You will be taken to an **Opportunity Publication** screen which will confirm that the modified application package is now available for public download.

**Opportunity
Publication
screen**

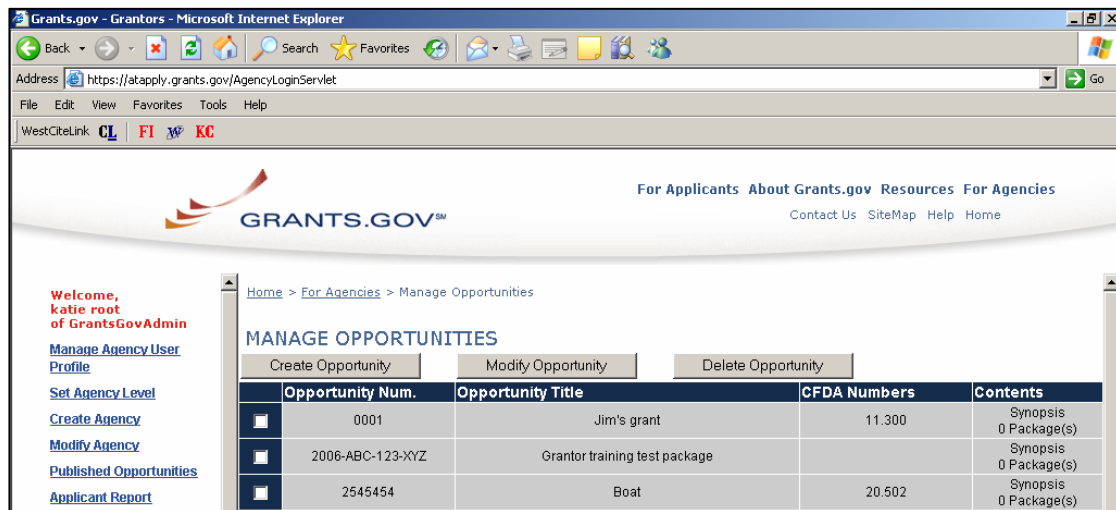


Click the **Continue** button to return to the **Publish Applications** screen.

Deleting Applications

To delete an application package that is published at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Publish Applications** screen.



This screen displays the current opportunities for the agency/agencies that you represent.

Select the application package that you want to modify by clicking in the checkbox in the first column of that application's row.

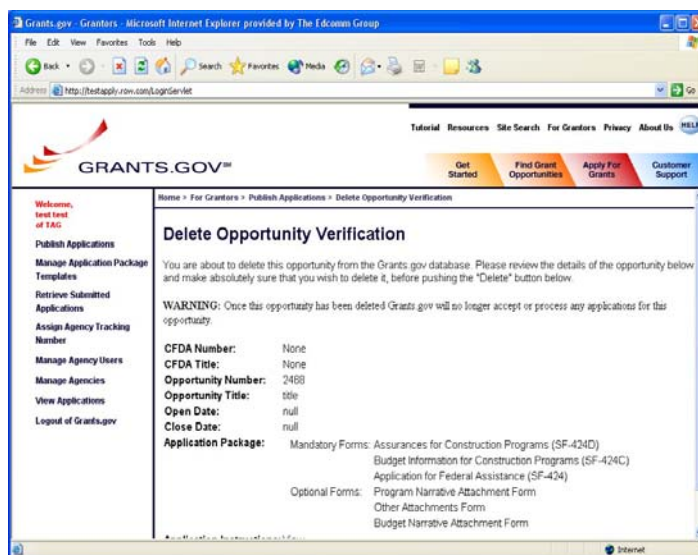
Click the **Modify Opportunity** button above the listed application packages.

This will take you to the **Existing Grant Opportunities Properties** screen.



Select the appropriate application package by checking the box next to the package and clicking “Delete”.

Delete Opportunity Verification screen



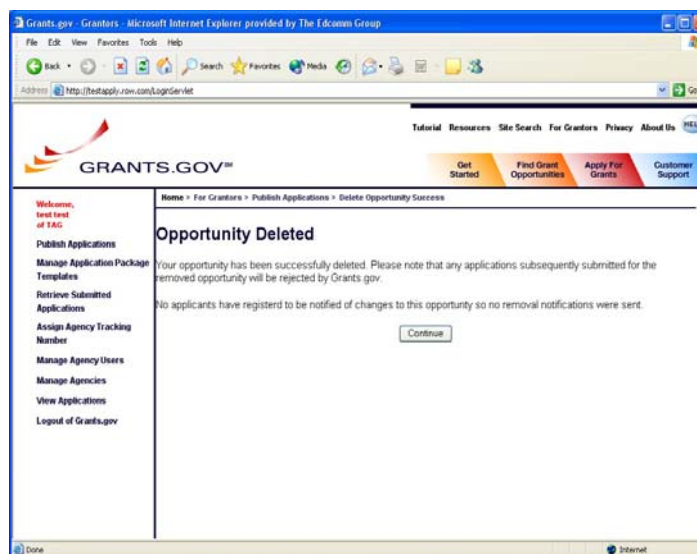
Click the **Cancel** button to return to the previous screen without deleting the listed template(s).

OR

Click the **Delete** button to permanently remove the listed application package.

This will take you to the **Opportunity Deleted** screen.

Opportunity Deleted screen



Click the **Continue** button to return to the **Manage Opportunities** screen.

Click the **Refresh** button to update the **Manage Opportunities** screen so that the application package you deleted no longer appears.

Managing Package Templates

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MANAGE APPLICATION PACKAGE TEMPLATES

[Create Template](#) [Modify Template](#) [Delete Template](#)

| Template Name | Owning Agency | Included Forms |
|--------------------------------|--|---|
| 000 ACF Test 424 | Administration for Children and Families | Mandatory: SF424, Other Optional: SF424A, SF424B, SF424C, SF424D |
| 0000 Test | NGMS Agency | Mandatory: SF424 Optional: Budget, Attachments, SF424A, SF424C |
| 0000-ACF-HHS-12272005-SF424-V1 | Administration for Children and Families | Mandatory: Project, Budget, SF424C, Mandatory_SF424D, Mandatory_SF424B, SF424_Mandatory, SF424A Optional: Other |
| 0000-ACF-HHS-12272005-SF424-V2 | Administration for Children and Families | Mandatory: ObjectiveWorkPlan, ANA_ApplicationInfo, HHS_CheckList, Project, FaithBased_SurveyOnEEO, Budget, Project_AbstractSummary, SF424, SF424D, SF424B, SF424C, SF424A, SFLLL, GG_LobbyingForm, ProtectionofHumanSubjects Optional: Other |
| 0000subaward2 | NGMS Agency | Mandatory: RR_SF424, RR_SubawardBudget Optional: NASA_SeniorKeyPersonSupplementalDataSheet |

This section of the site enables you to create, edit and delete application package templates that can be reused for multiple opportunity-specific application packages. Once a template is created, you can then add instructions specific to a particular funding opportunity and publish the application package to Grants.gov through the Publish Application Packages section.

Creating, modifying and deleting application package templates has no effect on application packages already published on Grants.gov.

Creating Package Templates

To create a new application package template that can be used to create multiple opportunity specific application packages, click the **Manage Application Package Templates** link on the left of your screen.

Creating application package templates has no effect on application packages already published on Grants.gov.

Home > For Agencies > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Create Template Modify Template Delete Template

| Template Name | Owning Agency | Included Forms |
|--------------------------------|--|--|
| 000 ACF Test 424 | Administration for Children and Families | Mandatory: SF424, Other Optional: SF424A, SF424B, SF424C, SF424D |
| 0000 Test | NGMS Agency | Mandatory: SF424 Optional: Budget, Attachments, SF424A, SF424C |
| 0000-ACF-HHS-12272005-SF424-V1 | Administration for Children and Families | Mandatory: Project, Budget, SF424C, Mandatory_SF424D, Mandatory_SF424B, SF424_Mandatory, SF424A Optional: Other |
| 0000-ACF-HHS-12272005-SF424-V2 | Administration for Children and Families | Mandatory: ObjectiveWorkPlan, ANA_ApplicationInfo, HHS_CheckList, Project, FaithBased_SurveyOnEEO, Budget, Project_AbstractSummary, SF424, SF424D, SF424B, SF424C, SF424A, SF424L, GG_LobbyingForm, ProtectionofHumanSubjects Optional: Other |
| 0000subaward2 | NGMS Agency | Mandatory: RR_SF424, RR_SubawardBudget Optional: NASA_SeniorKeyPersonSupplementalDataSheet |

This screen displays the available application package templates.

Click the **Create Template** button above the listed application package templates.

This will take you to the first step to creating a template. You will need to select which form family you will use.

Home > For Agencies > Manage Application Package Templates > New Application Package Template

CREATE TEMPLATE : STEP 1

Form Families:*

Continue Cancel

- Legacy R&R Family
- Legacy SF-424 Family V1.0
- Legacy SF424 Mandatory Family V1.0
- R&R Family
- SF424 Family
- SF424 Individual Family
- SF424 Mandatory Family
- SF424 Short Family

On the next screen, start to enter the information for the template. You will only see the forms that have been developed to be used with your selected forms family.

Grants.gov - Grantors - Microsoft Internet Explorer

Address: https://atapply.grants.gov/AgencyLoginServlet

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View All Submitted Applications

Applicant Audit Report

Home > For Agencies > Manage Application Package Templates > Create New Application Package Template

CREATE NEW APPLICATION PACKAGE TEMPLATE

This screen allows you to create new application package templates that can be used to create an application package for a specific funding opportunity based on the template.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.

Form Family: SF424 Family

Package Name: *

Available Forms

- ANA Application Information
- Assurances for Construction Programs (SF-424D)
- Assurances for Non-Construction Programs (SF-424B)
- Attachments
- Budget Information for Construction Programs (SF-424C)
- Budget Information for Non-Construction Programs (SF-424A)
- Budget Narrative Attachment Form
- CD511 Form
- Certification of Compliance
- CIS Additional Background/Application Information
- CIS Budget

Mandatory Forms

- Application for Federal Assistance (SF-424) (Required)
- No Additional Forms/Attachments

Enter a name for the application package template in the **Package Name** field. This field must be completed in order to create the new application package template.

The **Available Forms** box lists the documents and forms that can be included in the template.

To assign the forms required for the application, select the form name by clicking on it and click the double arrows pointing toward the right >> next to the **Mandatory Forms** box.

Note – the SF-424 is a required form for all applications.

To assign the forms that are not required but may be used to provide additional support for the application, select the form name by clicking on it. Then click the double arrows pointing toward the right >> next to the **Optional Forms** box.

To remove a form from the **Mandatory Forms** or **Optional Forms** box, select the form name by clicking on it. Then click the double arrows pointing toward the left << next to the appropriate box.

If you do not want to save the new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage**

Application Package Templates screen where the new application package template will not appear.

OR

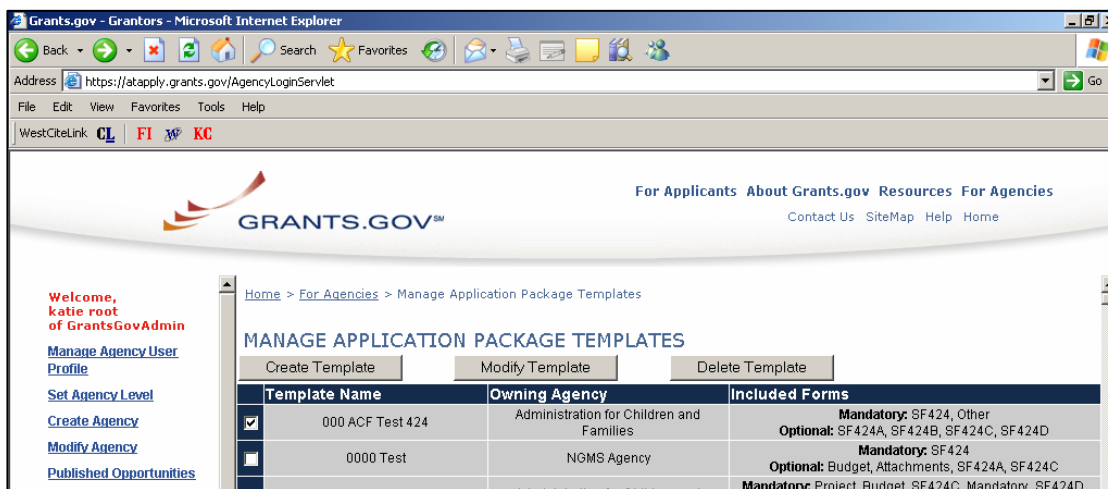
If you want to save the new the application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new application package template will appear.

Modifying Package Templates

To modify an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

Modifying application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen.



This screen displays the available application package templates.

Select the application package template that you want to modify by clicking in the checkbox in the first column of that template's row.

Click the **Modify Template** button above the listed application package templates.

This will take you to the **Modify Existing Application Package Template** screen.

Make any necessary revisions.

If you do not want to save the changes you made to the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

If you want to save the changes you made to the application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will be saved.

Note – the changes you made to the template will not be reflected in application packages that have already been published using the template. You will need to modify the application package and reselect the template in order for those changes to be reflected.

Also, you will only be able to modify templates that below to your agency. You may give it a different name and save the template to your organization as the screen shot example above displays.

Deleting Package Templates

To delete an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

Deleting application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen.

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Address: <https://atapply.grants.gov/AgencyLoginServlet>

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Home > For Agencies > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Create Template Modify Template Delete Template

| Template Name | Owning Agency | Included Forms |
|---|--|---|
| <input checked="" type="checkbox"/> 000 ACF Test 424 | Administration for Children and Families | Mandatory: SF424, Other Optional: SF424A, SF424B, SF424C, SF424D |
| <input type="checkbox"/> 0000 Test | NGMS Agency | Mandatory: SF424 Optional: Budget, Attachments, SF424A, SF424C |
| <input type="checkbox"/> 0000-ACF-HHS-12272005-SF424-V1 | Administration for Children and Families | Mandatory: Project, Budget, SF424C, Mandatory_SF424D, Mandatory_SF424B, SF424_Mandatory, SF424A Optional: Other |
| <input type="checkbox"/> 0000-ACF-HHS-12272005-SF424-V2 | Administration for Children and Families | Mandatory: ObjectiveWorkPlan, ANA_ApplicationInfo, HHS_CheckList, Project, FaithBased_SurveyOnEEO, Budget, Project_AbstractSummary, SF424, SF424D, SF424B, SF424C, SF424A, SF424, SF424, G_G_LobbyingForm, ProtectionofHumanSubjects Optional: Other |
| <input type="checkbox"/> 0000subaward2 | NGMS Agency | Mandatory: RR_SF424, RR_SubawardBudget Optional: NASA_SeniorKeyPersonSupplementalDataSheet, RR_KeyPersonExpanded, RR_KeyPerson |

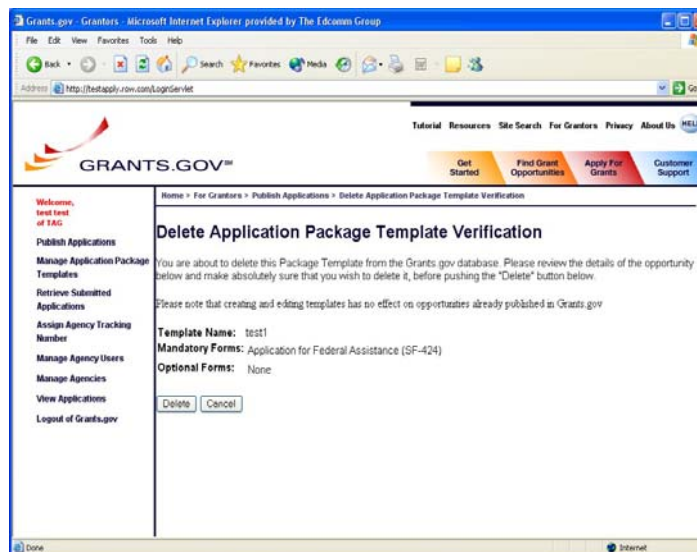
This screen displays the available application package templates.

Select the application package template that you want to delete by clicking in the checkbox in the first column of that template's row.

Note – You will not be able to delete application package templates that your agency did not create.

Click the **Delete Template** button above the listed application package templates.

This will take you to the **Delete Application Package Template Verification** screen.



Click the **Delete** button to permanently remove the listed template.

OR

Click the **Cancel** button to return to the previous screen without deleting the listed template.

Retrieving Submitted Applications

To retrieve and download the applications submitted to your agency, simply click the **Retrieve Submitted Applications** link on the left of your screen.

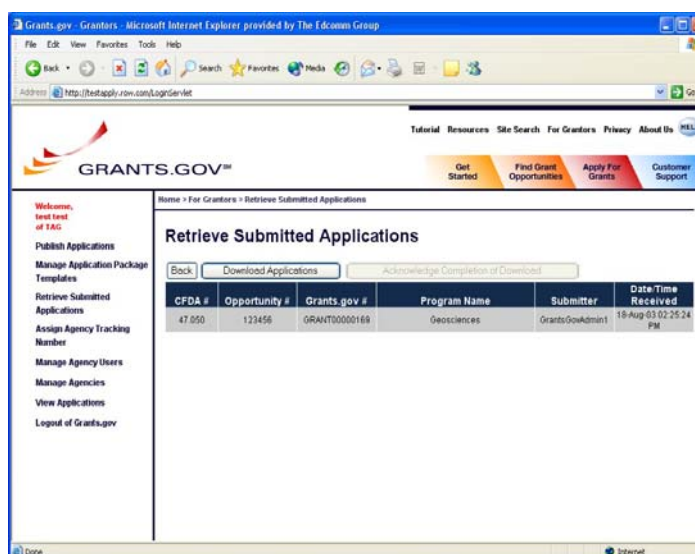
This will take you to the **Retrieve Submitted Applications** screen.



Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

Click the **Continue Download** button to download the applications.

This will begin the retrieval process.

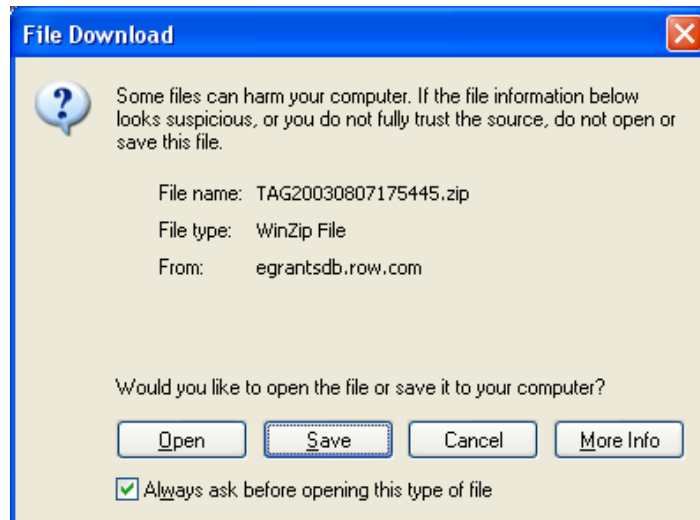


To return to the previous screen without downloading the applications, click the **Back** button.

OR

To download the listed applications, click the **Download Applications** button.

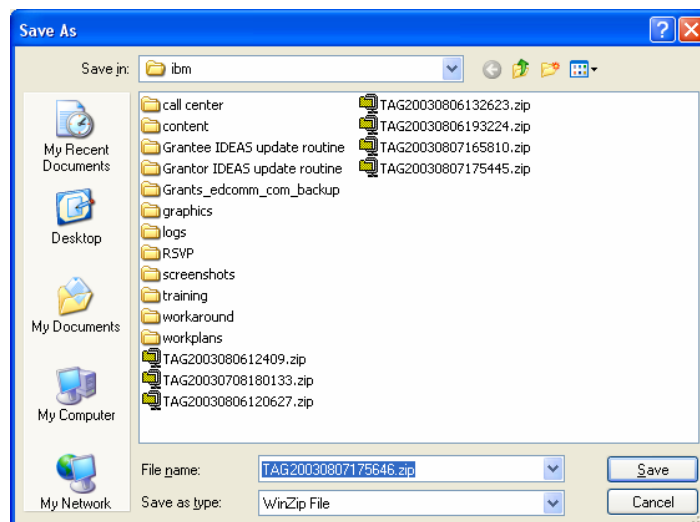
This will open the **File Download** screen and you will be prompted to save the application to your computer.



Click the **Save** button.

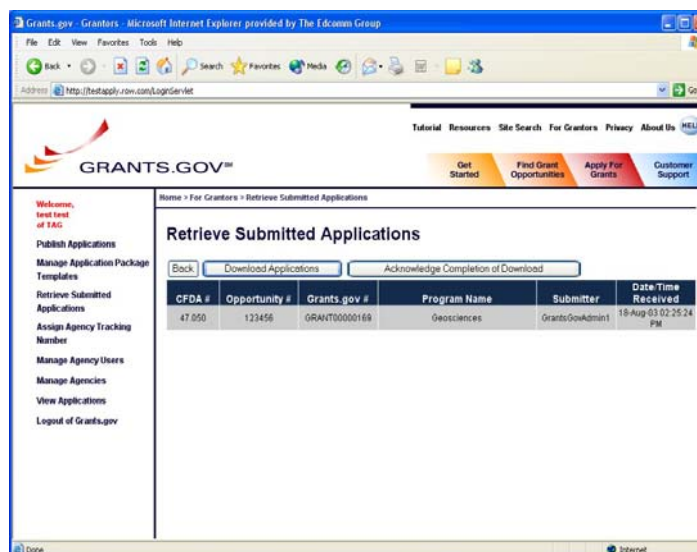
Note – if you click the **Open** button, the zip file will appear empty. You must save the application before opening it.

This will open the **Save As** window.



Select the location where you want to save the application and click the **Save** button.

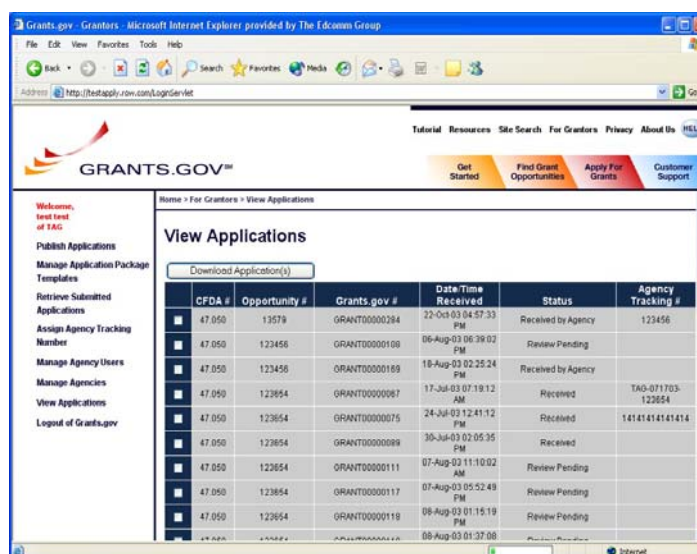
This will return you to the Retrieve Submitted Applications screen where the **Acknowledge Completion of Download** button will be active.



Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button. This will complete the download process and return you to the **Retrieve Submitted Applications** screen where the application will no longer appear.

If you need to "re-retrieve" an application, simply click the **View Applications** link on the left of the screen.

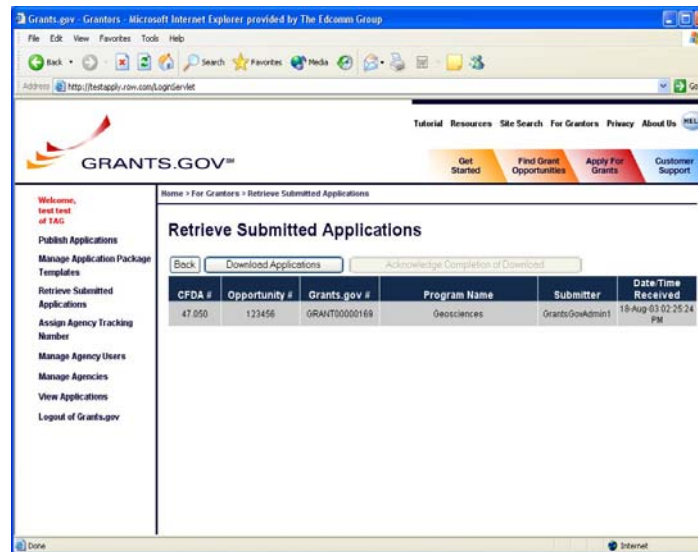
This will take you to the View Applications screen where all applications submitted to your agency will be listed.



Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

Click the **Download Applications** button to download the applications.

This will begin the retrieval process.

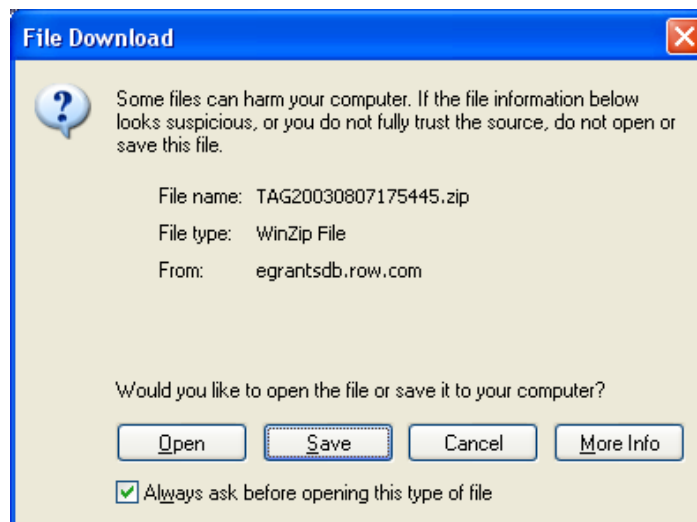


To return to the previous screen without downloading the applications, click the **Back** button.

OR

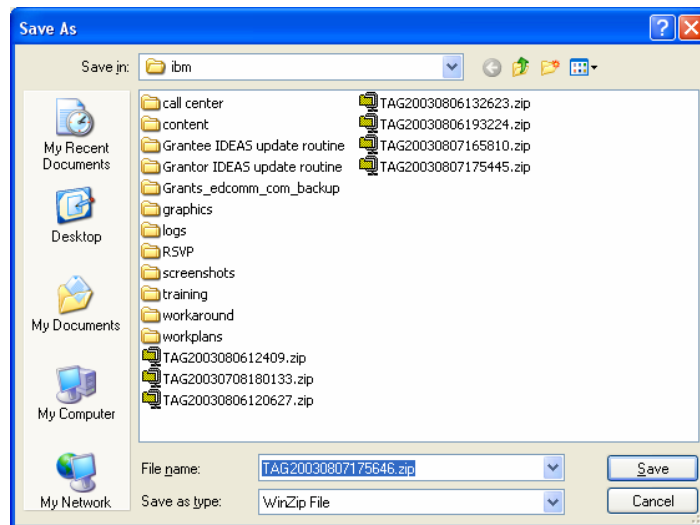
To download the listed applications, click the **Download Applications** button.

This will open the **File Download** screen and you will be prompted to save the application to your computer.



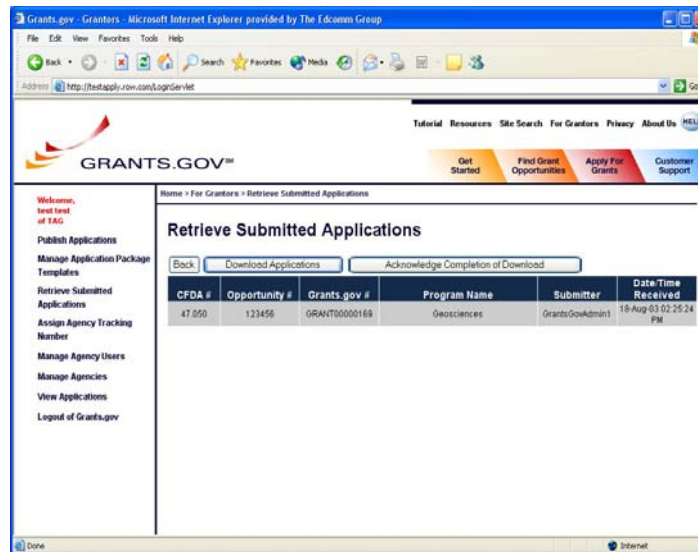
Click the **Save** button.

This will open the **Save As** window.



Select the location where you want to save the application and click the **Save** button.

This will return you to the **Retrieve Submitted Applications** screen where the **Acknowledge Completion of Download** button will be active.



Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button.

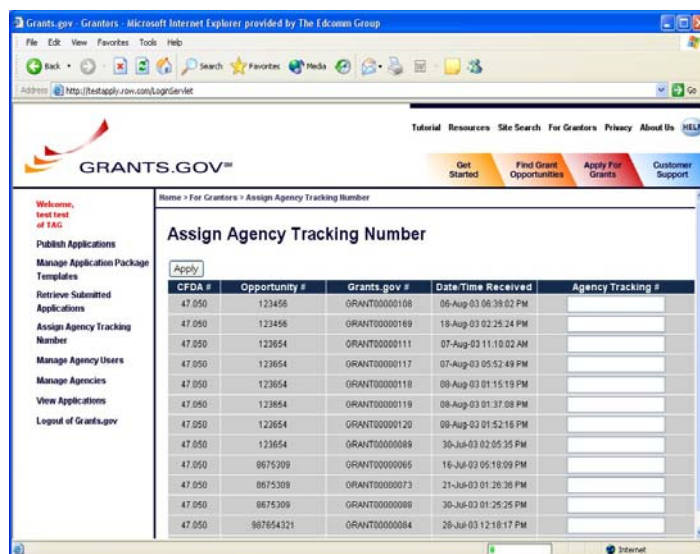
Assigning Tracking Numbers

Assigning agency tracking numbers allows you to assign a unique number to a submitted application that your agency can use internally for application identification.

Before you can assign a tracking number, you will need to retrieve the submitted applications. This procedure can be found in the “Retrieving Submitted Applications” topic.

To view the submitted applications which need a tracking number assigned, click Assign Agency Tracking Number on the left of the screen.

This will open the **Assign Agency Tracking Number** screen.



This screen displays a list of the submitted applications which have not been assigned an agency tracking number.

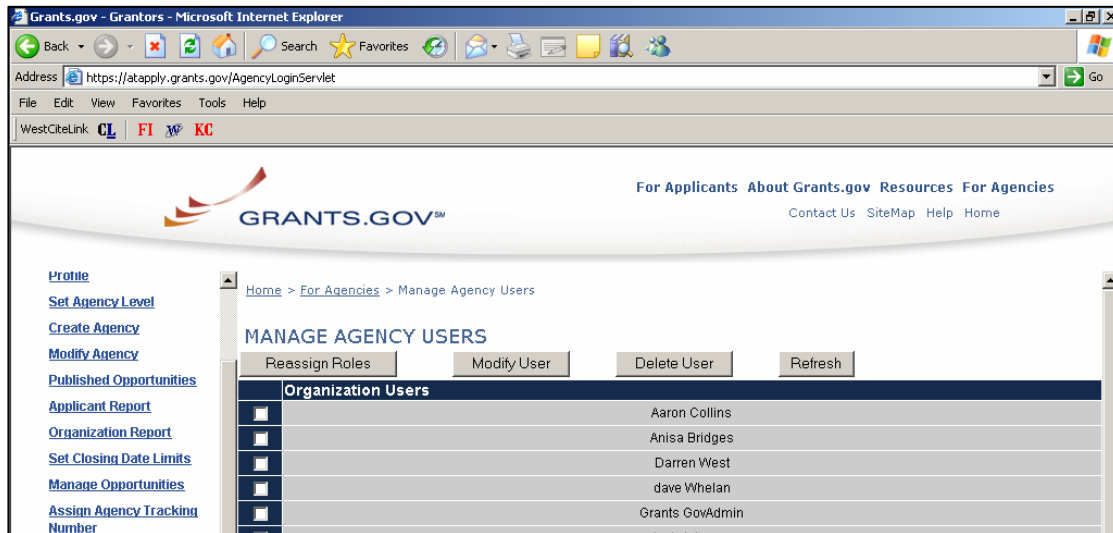
To assign a tracking number to an application, simply enter a number in the **Agency Tracking #** field of that application's row.

Click the **Apply** button. The application will no longer appear on the list. You can view the change by clicking the **View Applications** link on the left of the screen.

Managing Agency Users

This section of the site enables you to modify and delete agency users as well as reassign agency user roles.

To create a new user, use the “Sign Up Now” procedure in the “Logging In and Out” topic.



This screen displays the users currently registered with the agency or agencies that you represent.

To reassign user roles, select the user that you want to modify by clicking in the checkbox in the user's row and then click the **Reassign Roles** button.

To modify an existing user's profile, select the user that you want to modify by clicking in the checkbox in the user's row and then click the **Modify User** button.

To delete an existing user, select the user that you want to delete by clicking in the checkbox in the user's row and then click the **Delete User** button.

Reassigning Roles

To reassign user roles, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

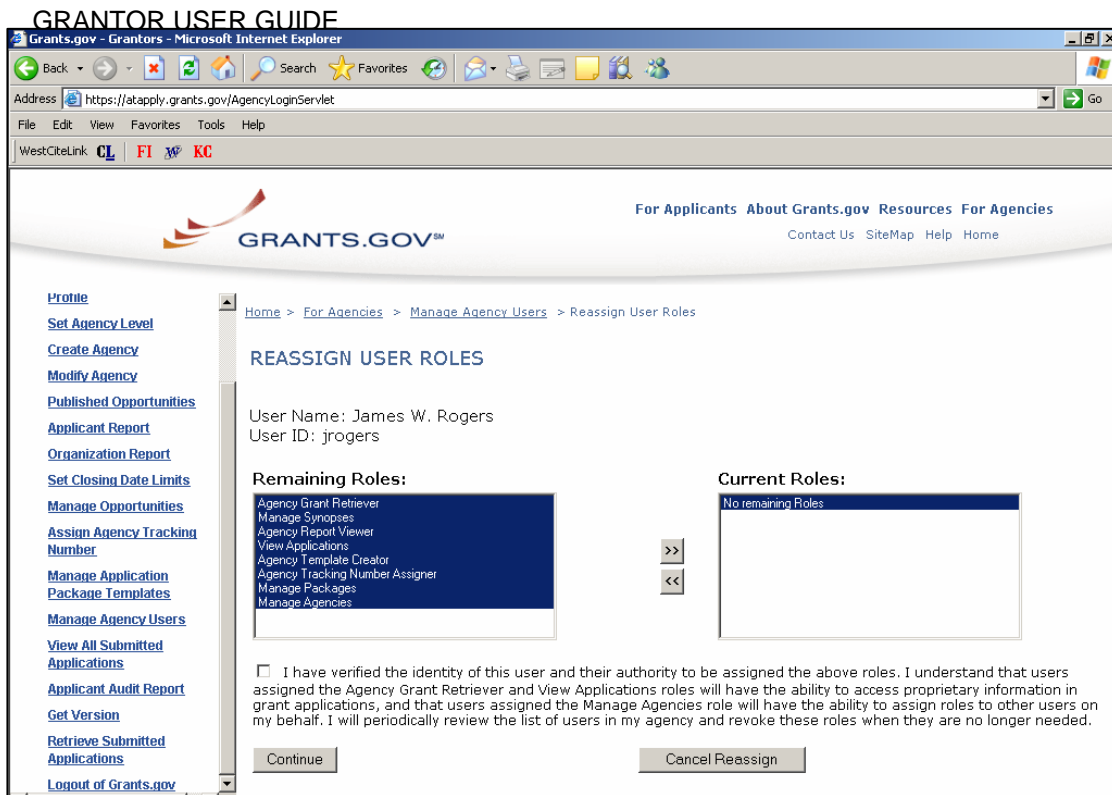


This screen displays the users currently registered with the agency or agencies that you represent.

Select the user you want to modify by clicking in the checkbox in the first column of that user's row.

Click the **Reassign Roles** button above the listed users.

This will take you to the **Reassign User Roles** screen.



The **Current Roles** table lists the roles which are currently assigned to the user.

To add a role to the user, select the role that you want to assign to the user in the **Remaining Roles** table by clicking it. Then click the double arrow pointing to the left **<<**. The role will move from the **Remaining Roles** table to the **Current Roles** table.

To remove a role from the **Current Roles** table, select the role by clicking it and then click the double arrow pointing to the right **>>**. The role will move from the **Current Roles** table to the **Remaining Roles** table.

If you do not want to save the changes to the user roles, click the **Cancel Reassign** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes to the user roles, click the **Continue** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Role Definitions

The **Manage Packages** role allows a user to publish application packages.

The **Agency Grant Retriever** role allows a user to retrieve applications that were submitted to your agency.

The **Agency Tracking Number Assigner** role allows a user to assign tracking numbers to submitted applications.

The **Agency Template Creator** role allows a user to manage application package templates.

The **Manage Agencies** role allows a user to manage agencies.

The **View Applications** role allows a user to view the applications submitted to your agency.

The **Manage Synopses** role allows a user to set-up grant synopses within your agency's grant opportunities.

The **Agency Report Viewer** allows a user to view applicant and organization reports regarding their registration statuses.

Modifying User Profiles

To modify an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.



This screen displays the users currently registered with the agency or agencies that you represent.

Select the user profile that you want to modify by clicking in the checkbox in the first column of that user's row.

Note – if you make revisions to a user's profile, you will need to re-enter a password for the user.

Click the **Modify User** button above the listed users.

This will take you to the **Agency User Profile** screen.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Grants.gov website. The address bar shows the URL: <https://atapply.grants.gov/ReassignUserGroupsServlet>. The page title is "Grants.gov - Grantors - Microsoft Internet Explorer". The Grants.gov logo is at the top left, and navigation links for "For Applicants", "About Grants.gov", "Resources", and "For Agencies" are at the top right. A sidebar on the left contains a welcome message for "katie root of GrantsGovAdmin" and a list of links: "Manage Agency User Profile", "Set Agency Level", "Create Agency", "Modify Agency", "Published Opportunities", "Applicant Report", "Organization Report", "Set Closing Date Limits", "Manage Opportunities", "Assign Agency Tracking Number", and "Number". The main content area is titled "MODIFY AGENCY USER PROFILE" and contains a "User Info:" section with the following fields: "First:" (katie), "Last:" (root), "Tel:" (202-205-1154), "Email:" (katie.root@hhs.gov), "Title:" (PMO), "User ID:" (katie), "Password:" (empty), and "Agency enrollment code:" (GrantsGovAdmin). At the bottom of the form are "Submit" and "Cancel" buttons.

Make any necessary revisions.

If you do not want to save the changes you made to the user profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes you made to the user profile, click the **Submit** button at the bottom of the screen.

Note – if you make revisions to a user's profile, you will need to re-enter a password for the user.

You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Deleting Users

To delete an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

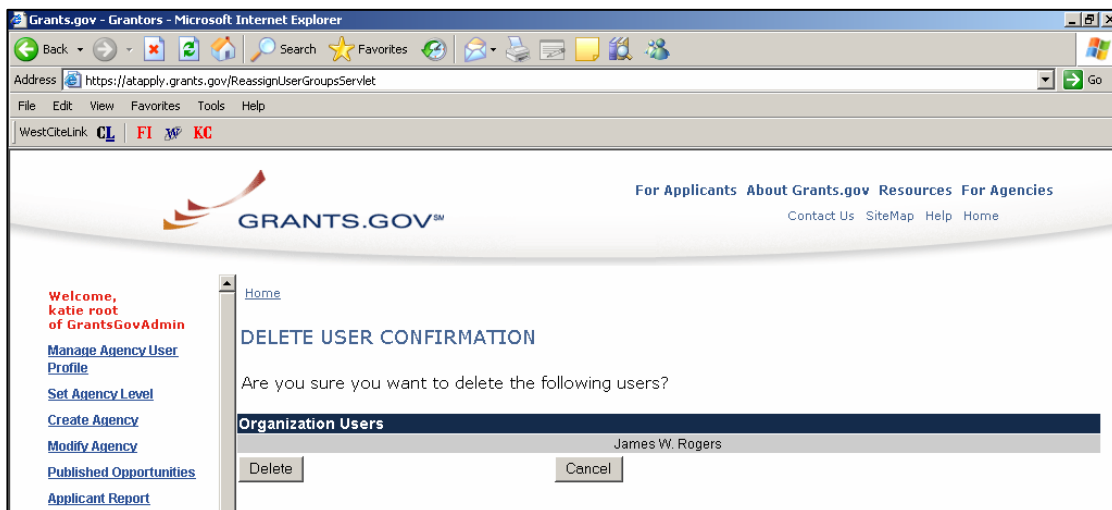


This screen lists the users currently registered for your agency.

Select the user profile that you want to delete by clicking in the check box in the first column of that user's row.

Click the **Delete User** button above the listed users.

This will take you to the **Delete User Confirmation** screen.



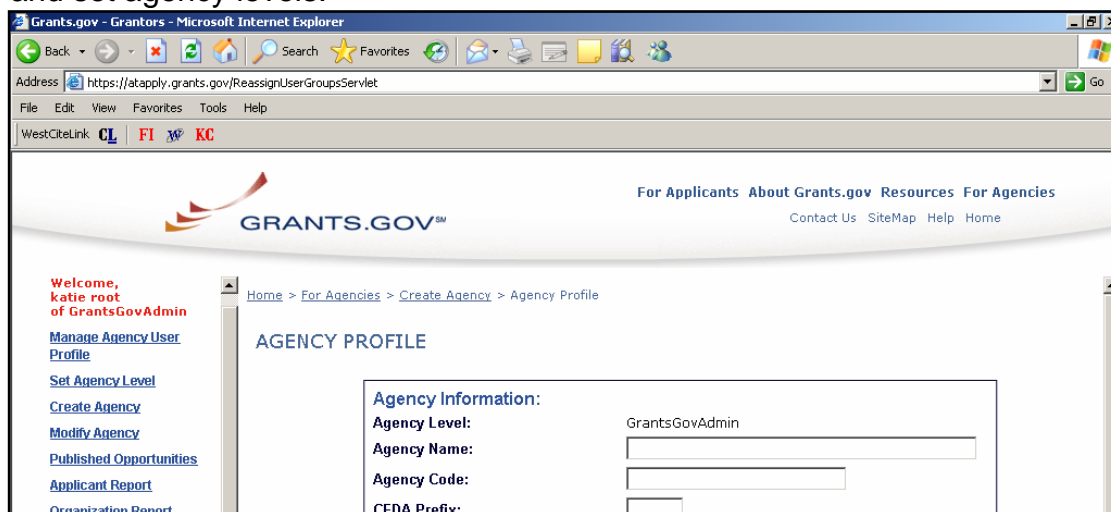
Click the **Delete** button to permanently remove the listed user.

OR

Click the **Cancel** button to return to the previous screen without deleting the listed user.

Managing Agencies

This section of the site enables you to create and modify agency profiles, manage users registered with your agency or sub-agencies, delete agencies and set agency levels.



This screen displays the registered agencies that you represent.

To modify your agency profile, click the **Modify My Agency** button above the list.

To create an agency, click the **Create Agency** button above the list.

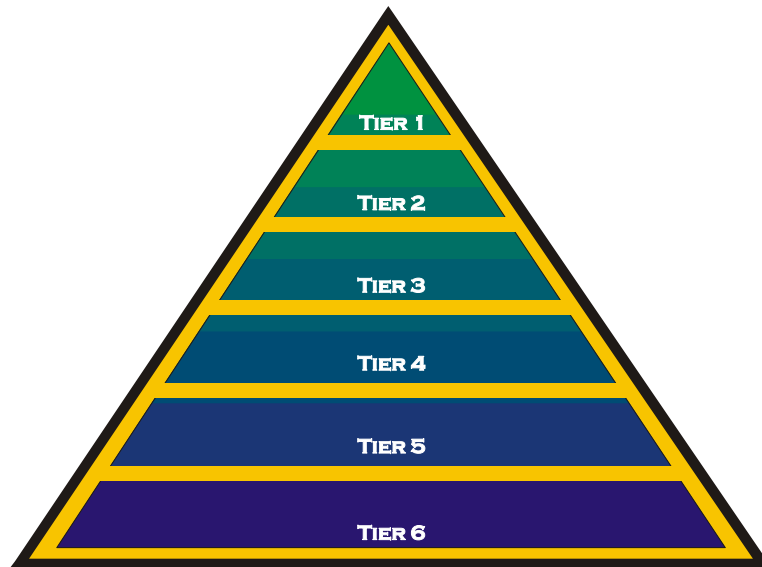
To modify an existing sub-agency, select the sub-agency that you want to modify by clicking in the checkbox in the sub-agency's row and then click the **Modify Sub-Agency** button above the list.

To delete an existing agency, select the agency that you want to delete by clicking in the checkbox in the agency's row and then click the **Delete Agency** button above the list.

To set your agency level, click the **Set Agency Level** button above the list.

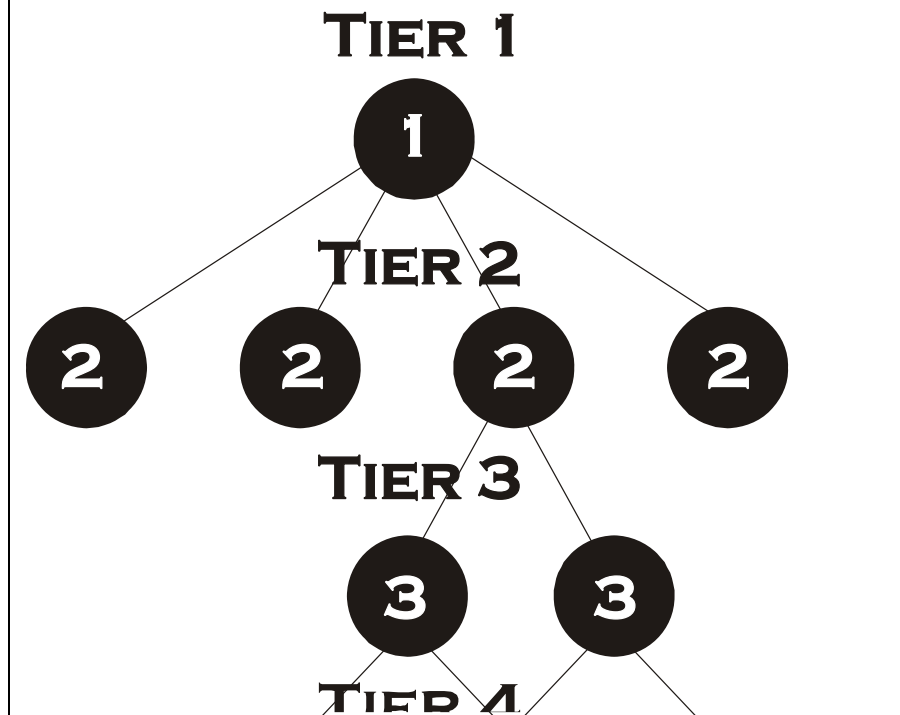
To modify the users of an existing agency, select the agency for which you want to modify its users by clicking in the checkbox in the agency's row and then click the **Manage Users** button above the list. This will take you to the **Manage Agency Users** screen where you can reassign user roles and modify user profiles as well as delete users. For more detailed information about these procedures, refer to the "Reassigning Roles", "Modifying User Profiles" and "Delete Users" topics.

AGENCY TIERS



The Grants.gov tiers are linear in that the Tier 1 agency is referred to as the “parent agency”. Tiers 2-6 are “sub-agencies” within the “parent agency”.

SAMPLE AGENCY STRUCTURE



The above graphic is a sample of how the agency and sub-agency structure might look. You may have numerous sub-agencies registered with the parent agency.

How Agency Enrollment Codes Work

When you sign up as a new user, you are required to enter an Agency Enrollment Code. This code designates to which agency you are assigned. The Agency Enrollment Code is created from the Agency Code entered when creating an agency. The code combines the Agency Codes of your agency and those of your “parent” agencies, separating them by hyphens.

For example, if Tier 1’s agency code is T1, Tier 2’s agency code is T2, Tier 3’s agency code is T3 and so on, and you wanted to register with the Tier 3 “sub-agency,” your Agency Enrollment Code would be T1-T2-T3

What You Can See When You Login

When you login to the “For Grantors” section of the site, you are logging into a specific agency in a specific tier.

You will be able to view the following (depending on your assigned roles):

- The application packages created by the current agency you are logged into
- The application package templates created by the current agency you are logged into
- The applications packages which your agency created that have been downloaded, completed and submitted by grant applicants. You will be able to retrieve and assign agency tracking numbers to these applications.
- The users registered with your agency and the agencies which are one tier below your agency.*

*To view the users of the agencies registered one tier below your agency, you will need to first select the agency from the Manage Agencies screen and then click the Manage Users button. These users will not appear on the Manage Agency Users screen if you simply click the link on the left of your screen.

- The agencies which are registered one tier directly below your agency.

For example, a user registered with a Tier 2 Agency, will be able to see:

- All the application packages and package templates that his/her Tier 2 Agency created
- All the applications packages that his/her Tier 2 Agency created which have been downloaded, completed and submitted by grant applicants
- The users registered with his/her Tier 2 Agency
- The users registered with the Tier 3 agencies that are directly below his/her Tier 2 Agency.
- The Tier 3 agencies that are registered directly below his/her Tier 2 Agency.

Creating Agencies

To create a new agency, click the **Create Agency** link on the left of your screen.

This will take you to the **Agency Profile** screen.

Enter the agency's name in the **Agency Name** field. You only need to enter the name for the specific agency that you are registering.

Enter a code for the agency in the **Agency Code** field. This is typically the agency's acronym and should be unique.

Enter the agency's CFDA prefix in the **CFDA Prefix** field.

Enter a point of contact name for the agency in the **Name** field.

Enter the street address at which the agency contact works in the **Address** field.

Enter the city in which the agency contact works in the **City** field.

Enter the state in which the agency contact works in the **State** field.

Enter the zip code in which the agency contact works in the **Zip Code** field.

Enter the business phone number for the agency contact in the **Tel** field.

Enter the business email address for the agency contact in the **Email** field.

You do **NOT** need to enter anything in the **Agency Enrollment Code** field. The system will automatically generate this code. This code will be required when signing up new users for the agency.

Select the format for which applications will be able to be downloaded by clicking the arrow next to the **Application Download Format** drop down box.

Select the e-mail notification to the agency's super-user by clicking the arrow next to the **E-Mail Notification to Super-User** drop down box.

If you do not want to save the new agency, click the **Cancel** button. You will be returned to the **Manage Agencies** screen where the new agency will not appear.

OR

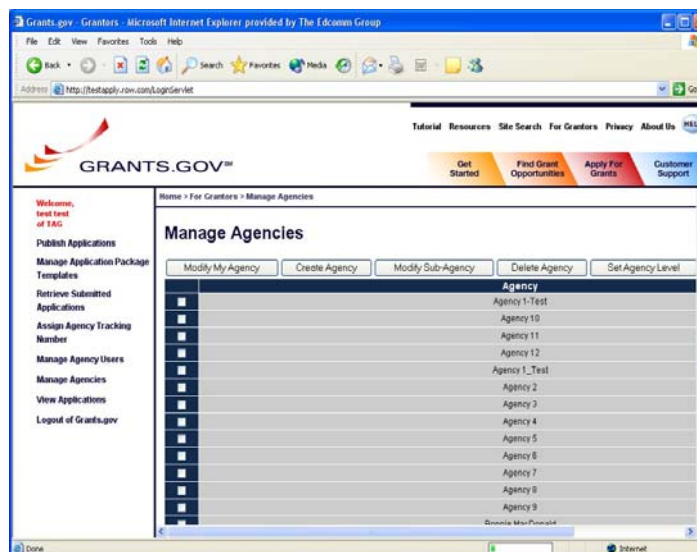
If you want to save the new agency, click the **Submit** button. You will be returned to the **Manage Agencies** screen where the new agency will be listed.

Modifying Agencies

Modify Your Agency Profile

To modify your agency profile, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.



This screen displays the registered agencies that you represent.

Click the **Modify My Agency** button above the listed agencies.

This will take you to the **Agency Profile** screen for the agency with which you are registered.

Make any necessary revisions.

If you do not want to save the changes you made to your agency profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agencies** screen and the changes will not be saved.

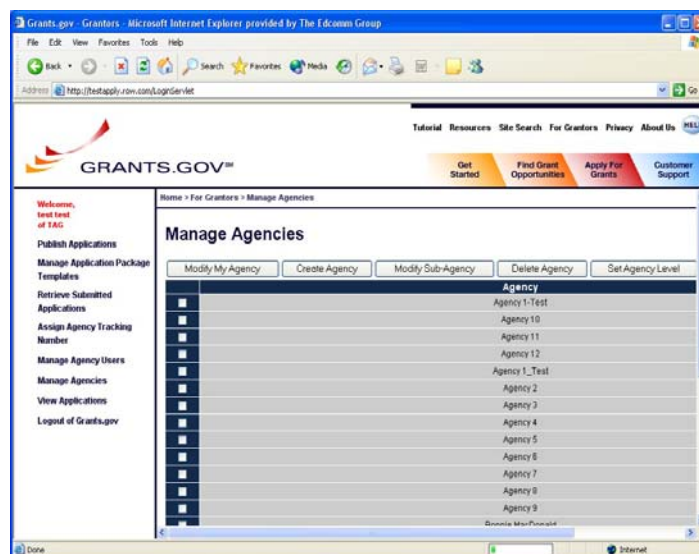
OR

If you want to save the changes you made to your agency profile, click the **Submit** button at the bottom of the screen to save the changes. You will be returned to the **Manage Agencies** screen and the changes will be saved.

Modify a Sub-Agency Profile

To modify a sub-agency that is registered for your agency, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.



This screen displays the registered agencies that you represent.

Select the sub-agency profile that you want to modify by clicking in the checkbox in the first column of that sub-agency's row.

Click the **Modify Agency** button above the listed agencies.

This will take you to the **Agency Profile** screen.

The screenshot shows a web browser window titled "Grants.gov - Grantors - Microsoft Internet Explorer provided by The Edson Group". The address bar shows "http://testapply.gov.com/loginServlet". The Grants.gov logo is at the top left, and navigation links like "Tutorial", "Resources", "Site Search", "For Grantors", "Privacy", and "About Us" are at the top right. Below the logo, there are buttons for "Get Started", "Find Grant Opportunities", "Apply For Grants", and "Customer Support". The main content area is titled "Agency Profile" and contains two sections: "Agency Information" and "Agency Point of Contact Information". The "Agency Information" section includes fields for "Agency Name" (Test Agency Group), "Agency Code" (TAG), and "CFDA Prefix" (99). The "Agency Point of Contact Information" section includes fields for "Name" (Linda Eagle), "Address Line 1" (200 Independence Ave. SW), "Address Line 2", "City" (Washington), "State" (DC), "Zip Code" (20201), "Tel" (202-205-1223), and "Email" (michelle.alston@hhs.gov). A left sidebar contains a list of links: "Welcome, test user of TAG", "Publish Applications", "Manage Application Package Templates", "Retrieve Submitted Applications", "Assign Agency Tracking Number", "Manage Agency Users", "Manage Agencies", "View Applications", and "Logout of Grants.gov".

Make any necessary revisions.

If you do not want to save the changes you made to the sub-agency profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

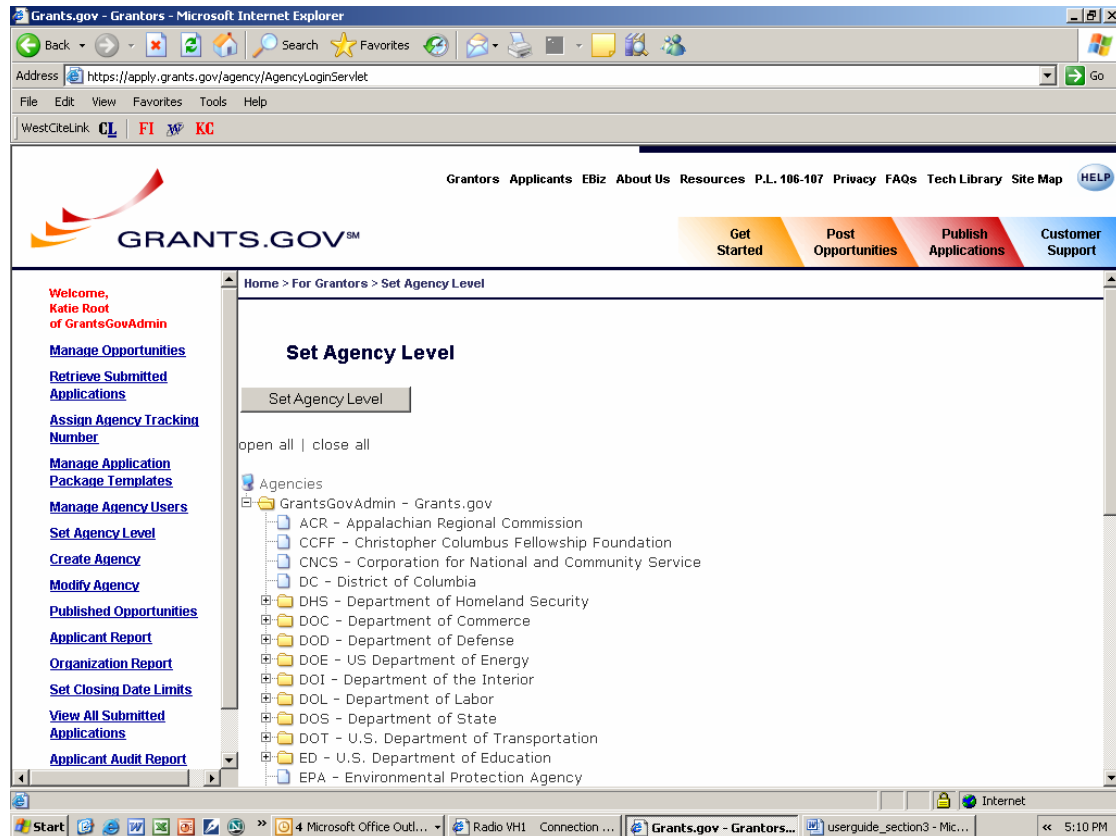
OR

If you want to save the changes you made to the sub-agency profile, click the **Submit** button at the bottom of the screen to save the changes. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Set Agency Levels

To set a new agency level, click the **Set Agency Level** link on the left of your screen.

This will take you to the **Set Agency Level** screen.

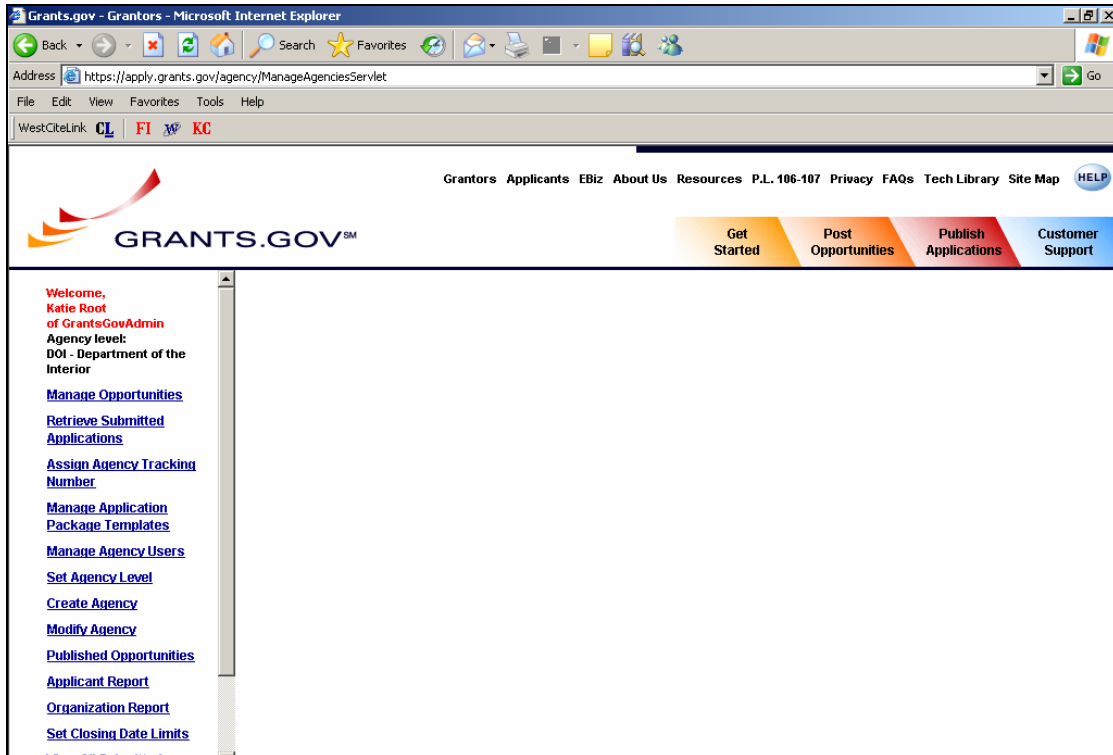


This screen displays the registered agencies that you represent.

Select the agency level you wish to be set to and then select the "Set Agency Level" button.

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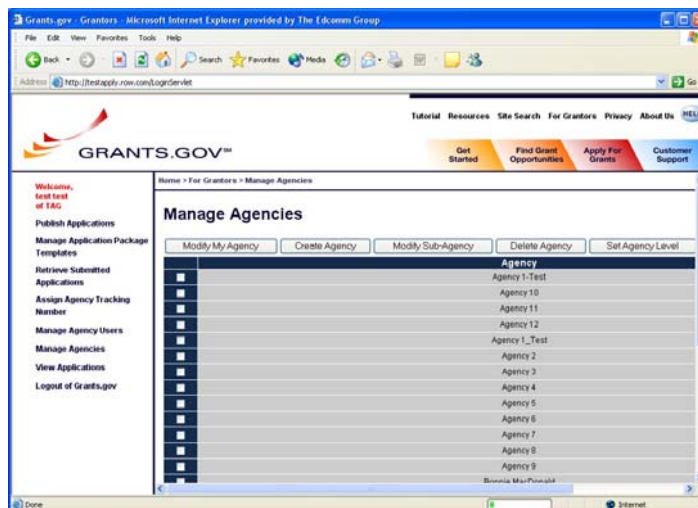
You will now be in the level that you selected. Reference your name in the left-hand side of the screen. It should now say your name with the level you are currently in underneath your name.



Deleting Agencies

To delete an agency, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.



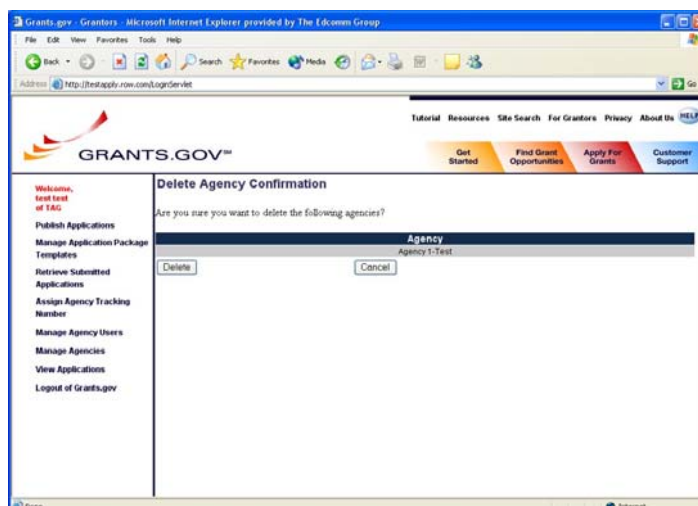
This screen displays the registered agencies that you represent.

Select the agency profile(s) that you want to delete by clicking in the checkbox in the first column of that agency's row. You can select more than one agency to delete at a time.

To select all of the agencies, click the **Check All** link at the bottom of the agency list. To de-select all of the agencies, click the **Clear All** link at the bottom of the agency list.

Click the **Delete Agency** button above the listed agencies.

This will take you to the **Delete Agency Confirmation** screen.



Click the **Cancel** button to return to the previous screen without deleting the listed agencies.

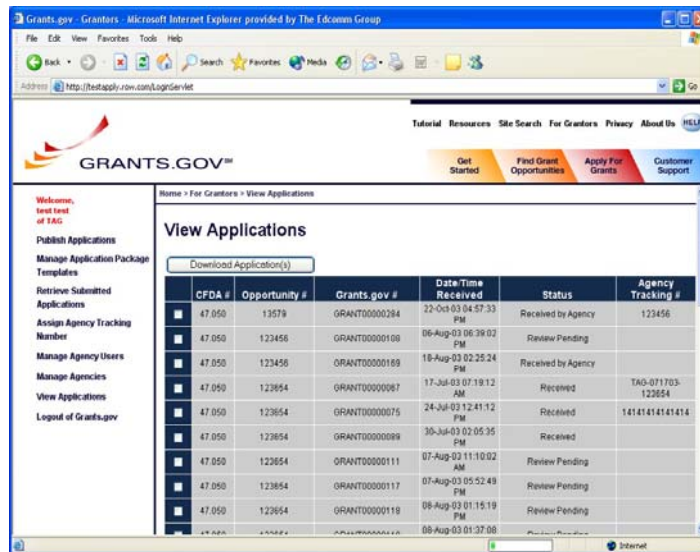
OR

Click the **Delete** button to permanently remove the listed agencies. You will be returned to the **Manage Agencies** screen where you will need to click the **Refresh** button to update the **Manage Agencies** screen so that the agencies you deleted no longer appear.

Viewing Applications

To view the applications submitted to the agency or agencies that you represent, click the **View All Applications** link on the left of your screen.

This will take you to the **View All Applications** screen.



You can also re-retrieve submitted applications from this screen. For more information, refer to the "Retrieving Submitted Applications" topic.